User Guide

Treasury's Portal for Recipient Reporting

Emergency Rental Assistance Programs

September 30, 2021

Version 2.2

V1.0	07/23/2021	Original
V1.1	07/30/2021	Updated with Q2 partial reporting instructions
V2.0	09/24/2021	• Removed Q2 Partial Report language • Updated with screenshots of current portal • Clarified requirements for Tribe, TDHE, and DHHL recipients • Matched section titles to portal • Clarified POC language
V2.1	09/29/2021	• Updated Appendix A to clarify that the Participant Household Payment Data File is a required component of each Quarterly Report for State, Local and Territorial ERA1 and ERA2 Recipients.
V2.2	09/30/2021	• Updated language in Section II part B to clarify Bulk Upload Error messaging

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Section I. Quarterly Reporting Basics

a) Overview

This document provides information on using Treasury's Portal to submit required Quarterly reports under the Emergency Rental Assistance (ERA1 and ERA2) programs. It is a supplement to the ERA Reporting Guidance which contains all relevant information and guidance on reporting requirements.

Please see the ERA Reporting Guidance and Treasury's ERA webpage for detailed guidance on submitting required Monthly reports or other special reports, and the latest guidance and updates on other programmatic and reporting topics.[1]

Each ERA Recipient is required to submit quarterly reports with current performance and financial information including background information about the ERA Project that is the subject of the report, participant (household, beneficiary) data, and financial information with details about obligations, expenditures, direct payments, and subawards.

b) What is Covered in this User Guide?

This User Guide contains detailed guidance and instructions for ERA Recipients in using Treasury's Portal for submitting the required ERA quarterly reports. All Recipients must submit the required reports via Treasury's Portal. **No ERA reports should be submitted through the GrantSolutions system, which was used for recipient reporting under the Coronavirus Relief Fund.**

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Section IV. Project Overview
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c) Designated Staff for Key Roles in Managing ERA1 and ERA2 Reports

ERA Recipient organizations are required to designate staff or officials for the following three roles in managing reports for each of their ERA1 or ERA2 awards. Recipients must make the required designations prior to accessing Treasury's Portal. Treasury will distribute information about required reporting to the designated individuals via email. The required roles are as follows:

- **Account Administrator** for the ERA1 or ERA2 award has the administrative role of maintaining the names and contact information of the designated individuals for ERA reporting. The Account Administrator is also responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and providing their names and contact information via Treasury's Portal. Finally, the Account Administrator is responsible for

[1] www.treasury.gov/era

making any changes or updates as needed over the award period. We recommend that the Account Administrator identify an individual to serve in his/her place in the event of staff changes.

- **Point of Contact for Reporting** is the primary contact for receiving official Treasury notifications about reporting on the ERA1 or ERA2 award, including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the ERA1 or ERA2 reports.

- **Authorized Representative for Reporting** is responsible for certifying and submitting official reports on behalf of the ERA1 or ERA2 award recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports, and final reports.

An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting. In addition, the Recipient may designate one individual for all three roles.

Treasury distributed email notices to each ERA1 and ERA2 Recipient with guidance on the process for designating individuals for the three roles, which will also be posted online.

The designated individuals' names and contact information will be pre-populated in the "Recipient Profile" portion of the Recipient's ERA1 or ERA2 quarterly reports, and Recipients will be able to update the information, if necessary.

Each designated individual must register with ID.me for gaining access to Treasury's portal. Please contact EmergencyRentalAssistance@treasury.gov for additional information on procedures for registering with ID.me.

d) Questions?

If you have any questions about the ERA program's reporting requirements, please contact us by email via EmergencyRentalAssistance@treasury.gov.

Section II. Navigation and Logistics

Key terms appear in **bold** and are explained in complete detail in the Data Dictionary posted on the ERA site.

a) Login into Landing Page and Portal Navigation

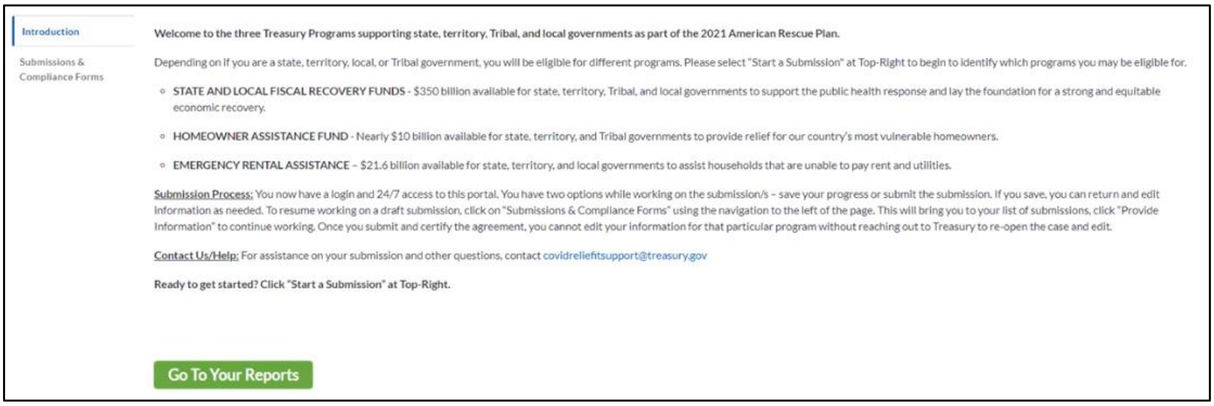


Figure 1 – Landing Page

Click on the *Go to Your Reports* button (see Figure 1) to launch the required reports. Refer to the ERA Reporting Guidance for details about each type of required report for submittal.

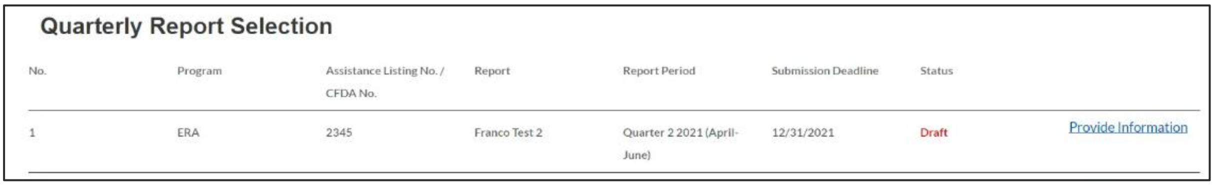


Figure 2 – Quarterly Report Selection

Each listed quarterly report links to the required online forms for the specific report. Each report includes several modules. Selecting a report on the landing page will open the first module. See Figure 2 above for an example Quarterly Report Selection screen.

To begin completing a specific report, click on the link to the given report.

> **Note:** Users will need to submit ERA1 and ERA2 data separately. Always be aware of a given report's association with the ERA1 or ERA2 award

The Quarterly Report Selection page lists the active reports that require completion during the current quarter. Treasury's Portal landing page will list the reports by ERA1 and ERA2 Federal Award Identification number (FAIN) along with status marked "Draft."

To navigate to a specific report, click on *Provide Information* (see Figure 2) to enter data for the specific ERA Award. This action will advance you to the *Recipient Profile* tab.

The Navigation Bar (see Figure 3) which appears at the top of Treasury's Portal screens allows you to navigate between modules. Each tab constitutes one module.

Figure 3 – Navigation Bar

b) **Helpful Tips/Shortcuts for Submitting Data to the Treasury Portal**

Treasury's Portal leads you through a series of online forms that, when completed, will fulfill your quarterly reporting obligations. While navigating through the portal and submitting required information users will have the option of manually entering data directly into the portal or providing information via a bulk upload file that includes all relevant information in a Treasury approved process and format.

The bulk file upload approach is encouraged for users with vast amounts of data to ease the administrative burden and minimize data entry errors. The manual data entry option is available to all users but may be more feasible for smaller programs with fewer data burdens.

1. Bulk Upload File

Recipients can use the bulk upload function for providing required information for seven separate modules listed here:

- Subrecipient Template
- Subaward Template
- Expenditures GT than $30,000 Template
- Aggregate Expenditures LT $30,000 Template
- Aggregate Disbursements to Individuals Template
- Demographics Template
- Participant Household Payment Data Template

When using the bulk upload, Recipients must provide the required information in specified formats and use Treasury approved templates for each respective bulk upload. Recipients may download each of the templates separately from within the relevant Portal module.

Recipients that choose to use the bulk upload functionality should navigate to each of the above-listed modules and download each bulk file upload template as an early step in planning for the required quarterly report.

Note that all State, Local and Territorial ERA1 and ERA2 Recipients are required to provide the Participant Household Payment Data File as part of each Quarterly report. All other bulk upload files will have manual entry options, while the Participant Household Payment Data File must use the bulk file upload capability.

Please see Appendix A – Bulk Upload Overview for complete guidance on using this important function.

Modules and submodules accepting bulk upload files are clearly marked in Treasury's Portal and identified in later sections of this guide. The template for each upload file is available in the relevant module/submodule for download (see Figure 4).

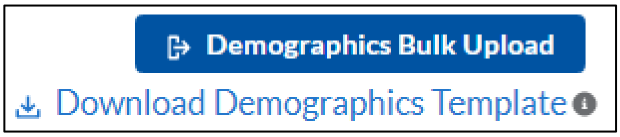


Figure 4 – Sample Bulk Upload Icon with Template Download Link

When you click the upload button you will be directed to an upload screen (see Figure 5). You can either choose to add files or drag and drop files to initiate the bulk upload.

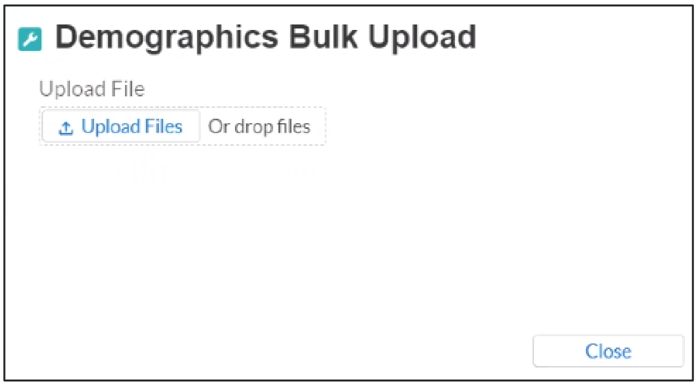


Figure 5 – Demographics Bulk Upload

Treasury's ERA Portal will reject a Bulk Upload File if incorrect data is provided within respective templates or if the file format other than .csv is used for upload. The Portal will display an error message on screen if the bulk file upload data contains errors. If your submission receives a(n) error message(s), you are required to reconcile the errors in the bulk upload file and re-submit the corrected version to the portal.

When a bulk upload error occurs, the system stops scanning the file and immediately reports the first error found in the document. Once you correct the error, you should ensure you have not made the same error in each consecutive row below where the first error was identified prior to re-submitting the corrected bulk upload file.

There are two common Bulk File Upload errors as described below:

- **Blank Data (see Figure 6):** When a required field is left blank within your Bulk Upload File, the specific bulk upload file row and cell number will be provided on the screen. In the example below, the user made an error pertaining to the "Project ID Number" and the error is located in Column C, Row 8.

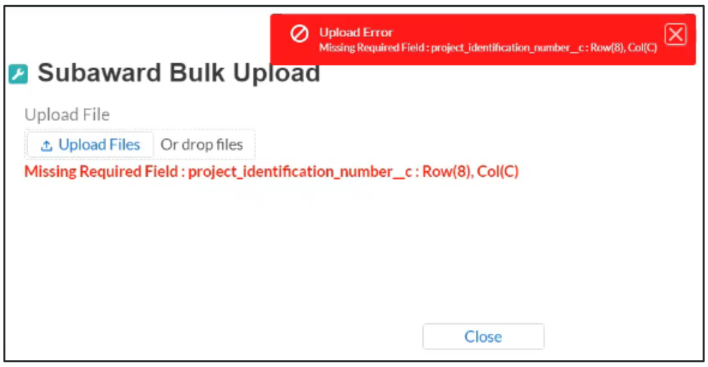


Figure 6 – Blank Bulk Upload Error

- **Invalid Data (see Figure 7):** Invalid data includes any type of data (numeric or text) that does not meet the requirements set forth in the Help Text within each Bulk Upload Template. When invalid data is found in a cell, the error message uses Row Zero logic. When the system scans for and finds invalid data, the error message treats the first row containing your entered data (typically Row 8) as Row "0."
    - For example, if your Bulk Upload file contains an error in Row 35, and the first line of your data entry is in Row 8, then the error message will report the mistake in Row 27 (35 minus the starting point of 8) as shown in the image below.
    - The error message will also show the required field that was incorrect, such as "Project ID Number" shown below.

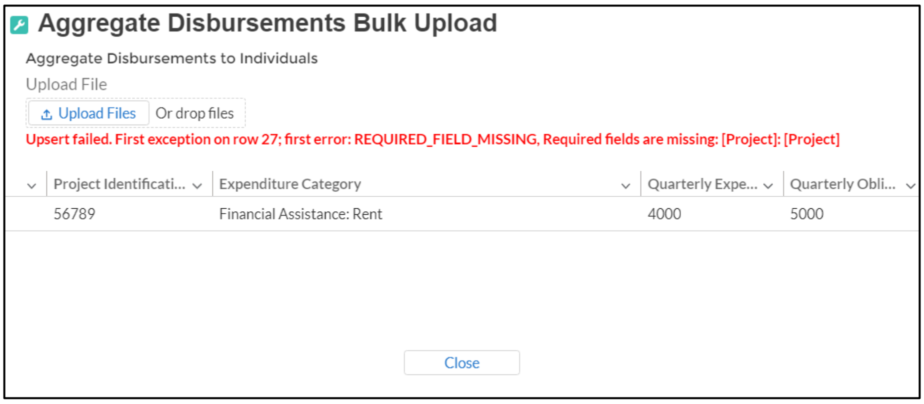


Figure 7 – Invalid Bulk Upload Error

2. Manual Data Entry

Manual data entry requires you to key in information as instructed on the screen. Manual inputs are described in detail below for each section of this user guide.

Note: * indicates a required field. You must enter information into the field before you can save or proceed to the next screen.

Your inputs will be subject to validation by Treasury's Portal to ascertain that the data provided is consistent with expected format or description (e.g., entering "one hundred" instead of 100). If a given data entry fails a validation rule, the portal will display an error for you to address (see Figure 8).

Figure 8 – Manual Entry Error Example

After Treasury's Portal validates the data entries for a given module or submodule, you may continue to the next module. The portal will not provide a notice that a field is validated – it provides the error notifications only when the validation fails.

You will not be able to submit manually entered data that does not satisfy the data validation rules.

3. Wrap Text vs. Clip Text

Some data entry areas (lists) will have a dropdown menu where you can select from Wrap text or Clip text for easier viewing in Treasury's Portal (see Figure 9).

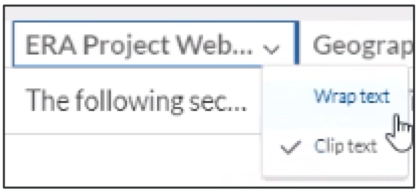


Figure 9 – Wrap vs. Clip Text

4. Narrative Boxes

When filling out detailed narratives, you are encouraged to type the responses using a word processing system (such as Microsoft Word) to minimize grammatical errors, track word count, and concisely answer all required narrative details. You can then copy and paste the final narratives directly into the text boxes in Treasury's Portal.

The text boxes (see Figure 10) can be expanded by clicking and dragging the icon in the bottom-right corner.

Figure 10 – Manual Entry Text Box

c) Report Processing Information

The following section describes helpful practices for when you are prepared to submit your report. It also includes information on editing your reports before and after submission is completed.

1. Printing or downloading a copy of the report

When you finish uploading your report, there will be an option to download or print a copy of the final report for your own records (see Figure 11). The *View Submission* and *Download PDF* icons will be available on the Quarterly Report Selection.

Figure 11 – Image of submitted report

2. Editing reports that have not been submitted

You will be able to log back into Treasury's Portal and edit your quarterly report any time before final submission.

If you are the authorized representative for reporting, you should be able to certify and submit even if another party in your organization entered the data.

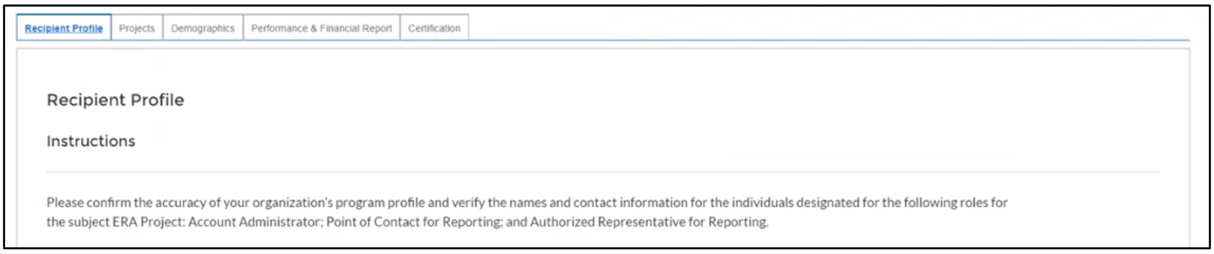
3. Editing reports that have been submitted

Once your report has been submitted, you will no longer be able to edit in the same location. If you need to change information in a previously submitted quarterly report, please email EmergencyRentalAssistance@treasury.gov for assistance.

Section III. Recipient Profile

In this module, you will review and confirm information about your organization, its SAM.gov registration status and its executive compensation data (see Figure 12). Refer to Module A of the ERA Reporting Guidance for additional details about the module.

This module includes two segments: a) Recipient Profile and b) SAM.gov Registration and Executive Compensation.


Recipient Profile | Projects | Demographics | Performance & Financial Report | Certification

Recipient Profile

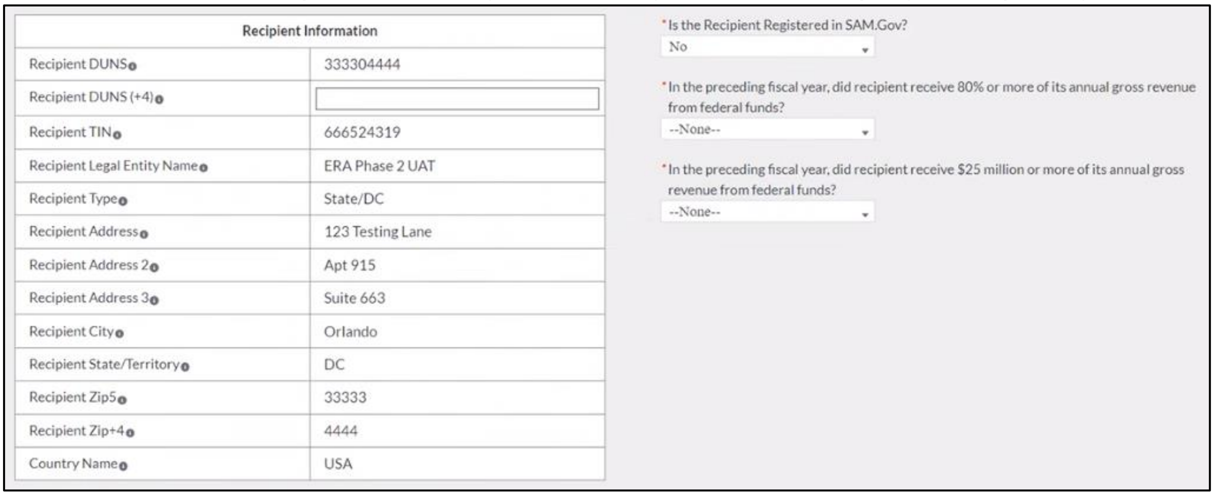
Instructions

Please confirm the accuracy of your organization's program profile and verify the names and contact information for the individuals designated for the following roles for the subject ERA Project: Account Administrator; Point of Contact for Reporting; and Authorized Representative for Reporting.

Figure 12 – Recipient Profile Tab

a) **Recipient Profile**

1. Recipient Profile information will be pre-populated with information from the Recipient's ERA application and other sources (see Figure 13). You will have the option to enter your **Recipient DUNS (+4)**.
2. The screen will also display the names and contact information for individuals the Recipient has designated for key roles for ERA program reporting.



Recipient Information	
Recipient DUNS	333304444
Recipient DUNS (+4)	
Recipient TIN	666524319
Recipient Legal Entity Name	ERA Phase 2 UAT
Recipient Type	State/DC
Recipient Address	123 Testing Lane
Recipient Address 2	Apt 915
Recipient Address 3	Suite 663
Recipient City	Orlando
Recipient State/Territory	DC
Recipient Zip5	33333
Recipient Zip+4	4444
Country Name	USA

* Is the Recipient Registered in SAM.Gov?
No

* In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?
--None--

* In the preceding fiscal year, did recipient receive $25 million or more of its annual gross revenue from federal funds?
--None--

Figure 13 – Recipient Information

3. Use the textbox (see Figure 14) to flag errors, notifying Treasury if any information is incorrect.

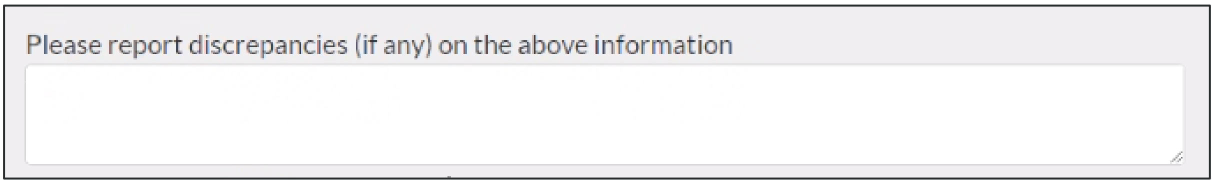

Please report discrepancies (if any) on the above information

Figure 14 – Recipient Profile Discrepancies Entry

b) **SAM.gov Registration and Executive Compensation**

1. Use the dropdown (see Figure 15) to confirm your entity's SAM.gov status and Executive Compensation reporting eligibility questions.

Note: This information is required for Treasury to complete the FSRS.gov reporting on your behalf.

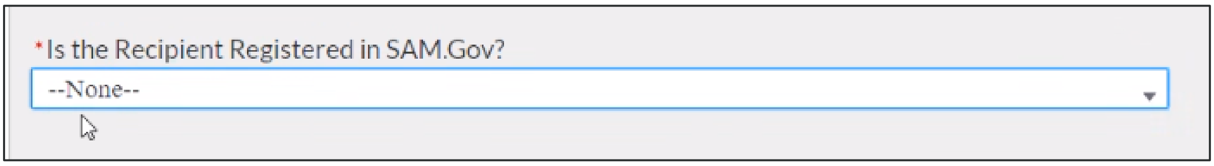


Figure 15 – SAM.Gov Registration Status

2. If you are registered in SAM.gov, select "Yes" from the picklist (see Figure 16) and move on to Step 7 below.

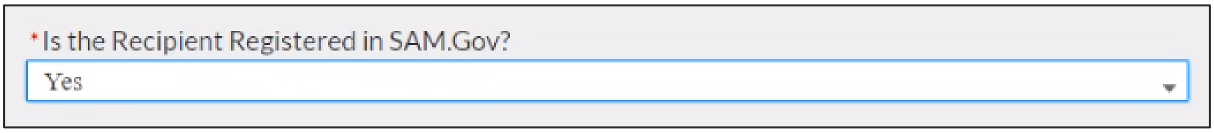


Figure 16 – Currently Registered in SAM.Gov

3. If you are not registered in SAM.gov, select "No" from the picklist. Two additional questions will populate the space below (see Figure 17).

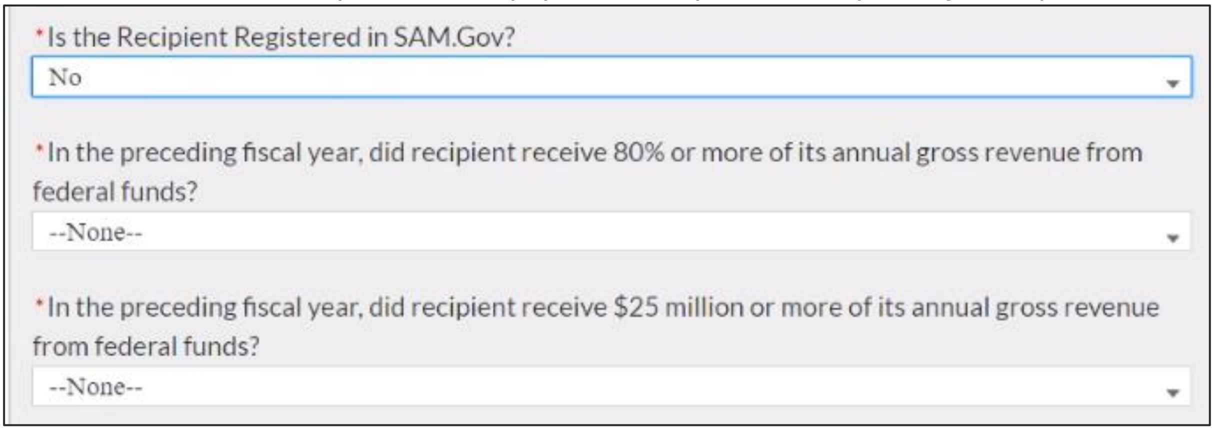


Figure 17 – Not Currently Registered in SAM.gov

4. If the recipient received 80% or more of its annual gross revenue from federal funds AND the recipient received $25 million or more of its annual gross revenue from federal funds, an additional question will appear (see Figure 18).

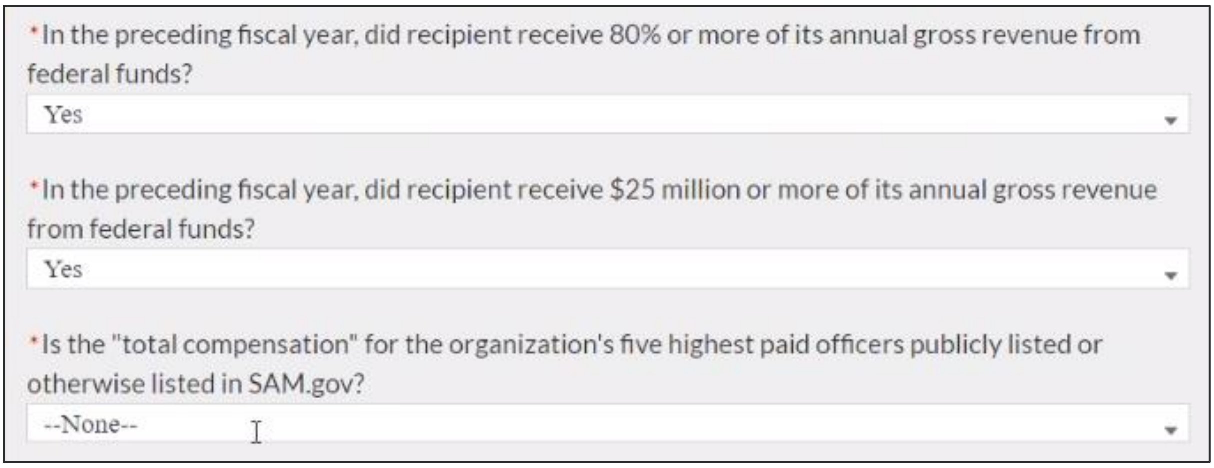


Figure 18 – Total Compensation Questions

5. Select “Yes” if the total compensation for the organization’s five highest paid officers is publicly listed or otherwise listed in SAM.gov (see Figure 19) and move on to Step 7 below.

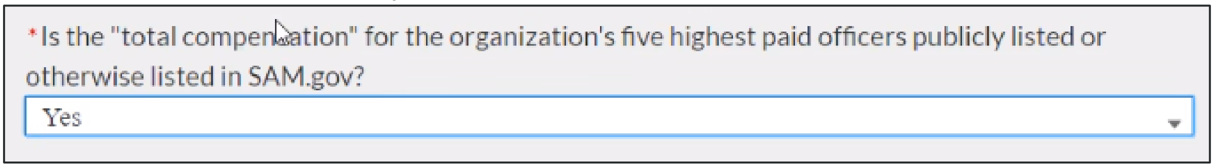


Figure 19 – Total Compensation Publicly Listed

6. Select “No” if the total compensation for the organization’s five highest paid officers is not publicly listed or otherwise listed in SAM.gov. Enter the name(s) of the officer(s) in the chart that will appear (see Figure 20) and the total compensation received by each. If fewer than five (5) officers exist, enter “N/A” and $0 in the empty field(s).

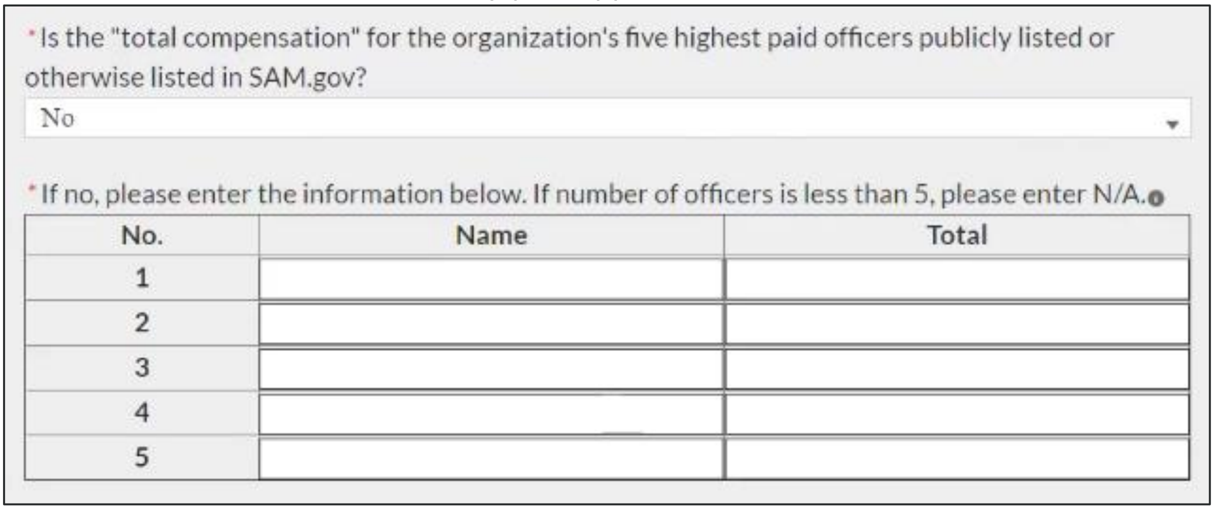
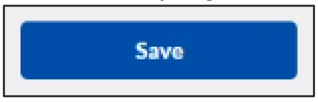


Figure 20 – Total Compensation Not Publicly Listed

7. Click the *Save* button to record progress.



8. Click the *Next* button to advance to the Projects module.

Section IV. Projects

In this module, you will provide a narrative overview of the ERA1 or ERA2 Project that is the subject of the report. Refer to Section III, Module B of the ERA Reporting Guidance for additional information on this module.

This module includes two segments: a) Project Overview and b) My Project.

a) **Project Overview**

In this submodule, you will provide additional information about the subject ERA Project including information on the project's goals and accomplishments.

At the top of the screen, you will see icons for Steps 1-5 in the submission process to help track your progress (see Figure 21).

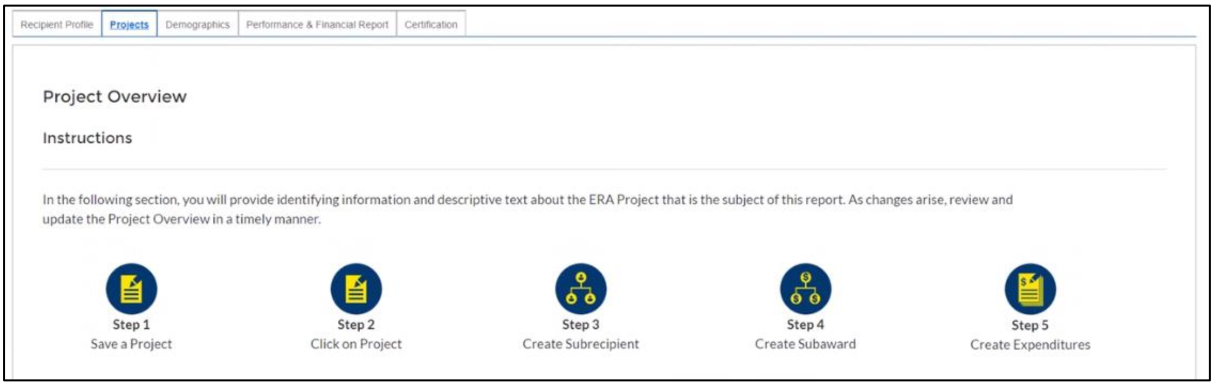


Figure 21 – Projects Tab

1. Enter the following (see Figure 22):
   - **Recipient Project ID**. Enter a unique/self-generated Project ID for the subject ERA1 or ERA2 Project. The Project ID may include numbers and letters. Please maintain the Project ID for future reference.
   - **Name of the ERA Project**. This information will also be used to identify your ERA Project data.
   - **ERA Project Website URL**.

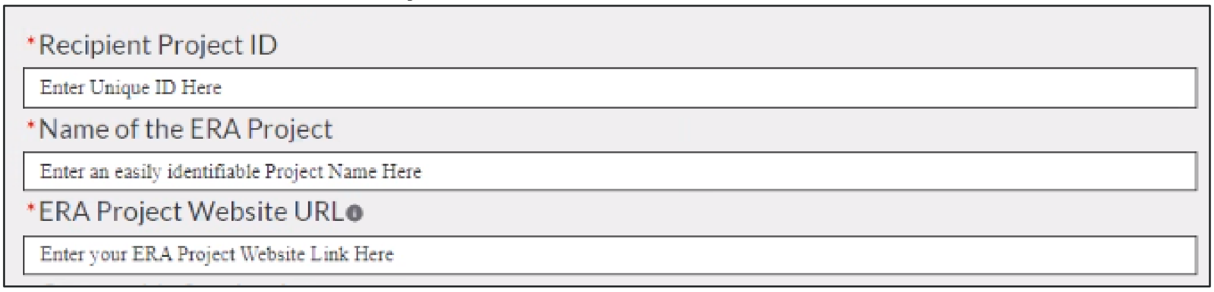


Figure 22 – Project Overview

2. Indicate the **Geographic Service Area** (see Figure 23) served by the project.

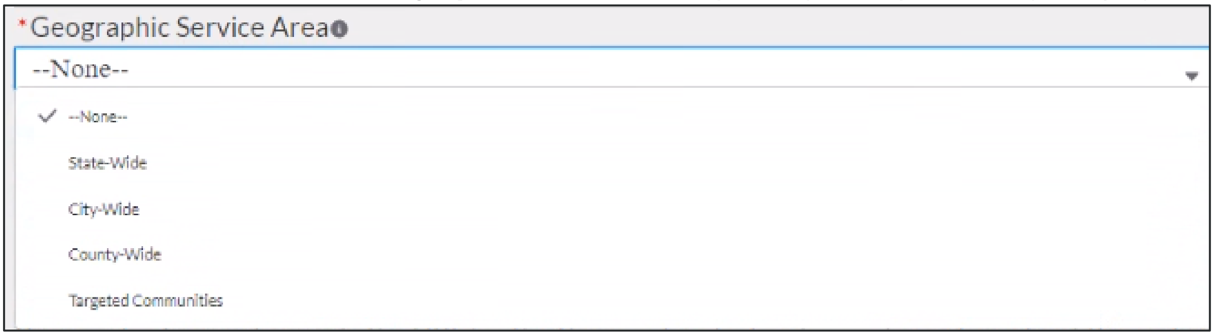


Figure 23 – Geographic Service Area List

3. If **Targeted Communities** is selected, an additional text box will appear where you can provide the names of the Specific Cities/Counties (see Figure 24).

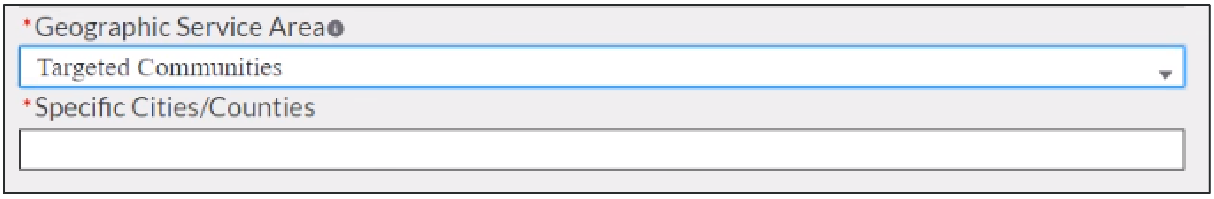


Figure 24 – Geographic Service Area, Targeted Communities

Note: Indian Tribes, Tribally Designated Housing Entities (TDHEs), and the Department of Hawaiian Home Lands (DHHL) Recipients (referred to as "Tribe, TDHE, and the DHHL Recipients") will not see "Targeted Communities" under the **Geographic Service Area** dropdown.

4. Utilize the **System for Prioritizing Assistance** text box to provide a narrative description on your system of prioritizing assistance to participant households of certain incomes (see Figure 25).

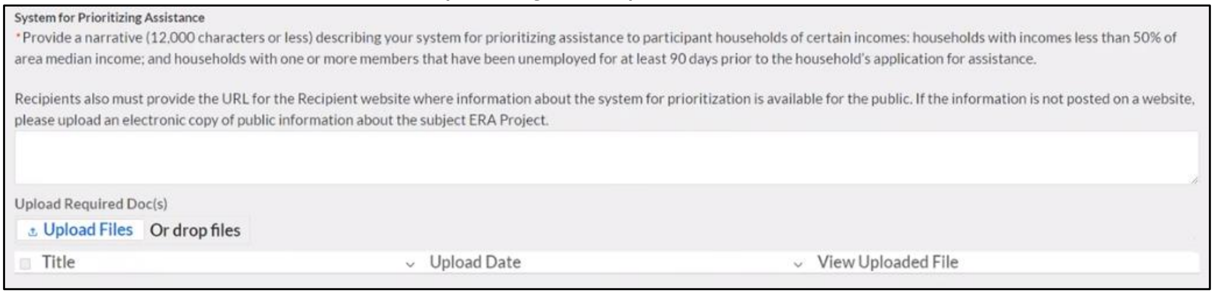


Figure 25 – System for Prioritizing Assistance

5. Utilize the **Project Description** text box (see Figure 26) to provide a narrative description on the project.

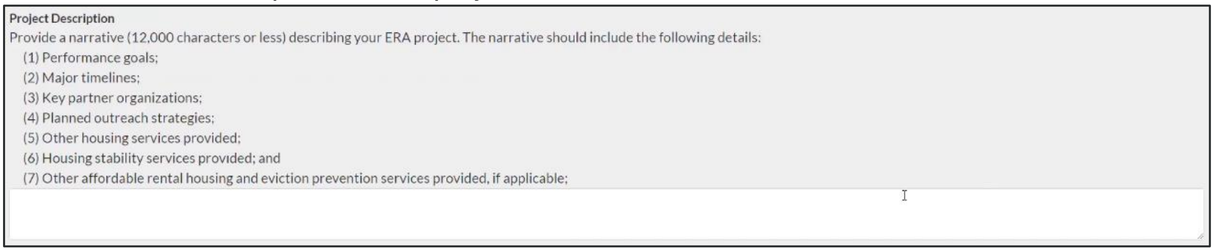


Figure 26 – Project Description

6. Select “Yes” or “No” if your organization used any fact-based proxies when determining income eligibility (see Figure 27).

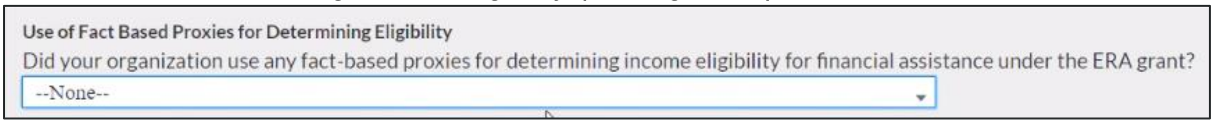


Figure 27 – Use of Fact-Based Proxies 1

7. If fact-based proxies were used, provide a narrative description of the proxies used and known procedures (see Figure 28).

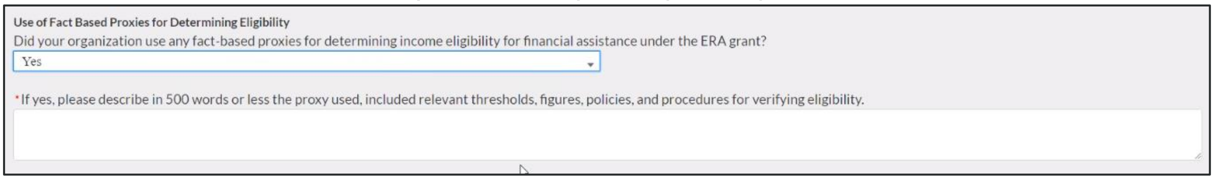


Figure 28 – Use of Fact-Based Proxies 2

8. At the bottom of the page, click the *Save Project* icon to complete your project setup.

b) **My Project**

1. The My Project box (see Figure 29) will appear near the bottom of the screen. The list will display the name of your ERA Project as entered above. Use the pencil icon to edit information related to your project. Editable fields include ERA Project Website, Project Description, System for Prioritizing Assistance and Explanation for Use of Fact-Based Proxies. Press the *Save* icon to save your edits.

Figure 29 – Editable Fields

2. Click on the ERA Project name (blue hyperlink circled in red below) to launch subaward reporting (see Figure 30).

Figure 30 – Project List

Section V. Subrecipients-Subawards

In this module, you will provide information on all obligations, including all direct payments, subawards, and contracts made or awarded by the Recipient under the subject ERA Project. Please refer to Module E of the ERA Reporting Guidance for additional clarification.

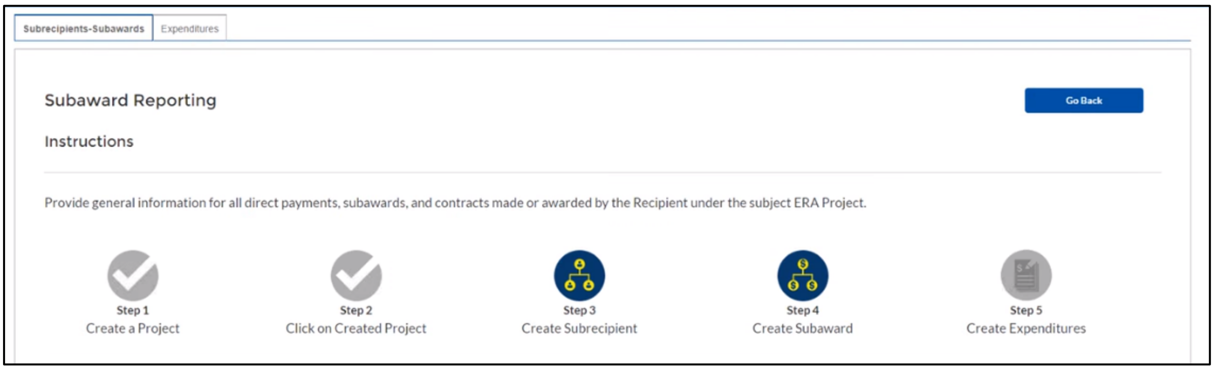


Figure 31 – Subrecipients-Subawards Tab

This section is divided into three segments: a) Create Subrecipient, b) Create Subaward and c) Create Expenditures (see Figure 31).

a) Create Subrecipient

The Subrecipient Profile submodule documents the information about each Subrecipient that has received federal funding from the subject ERA Project.

The Subrecipient module allows users to enter data manually or leverage the bulk file upload capability. For bulk upload instructions specific to this submodule, see **Appendix A – Bulk Upload Overview**. You can download the bulk file template for use in submitting the required data via bulk upload (see Figure 32). When ready to submit the data in your bulk upload file, use the *Subrecipient Bulk Upload* button (see Figure 32).

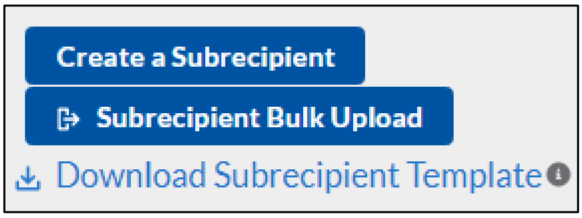


Figure 32 – Subrecipient Links (Create, Upload, and Download Template)

Note: When using the bulk file upload capability, the Subrecipient bulk upload must be completed prior to beginning the data entry for the subaward module.

If you choose to individually enter records, follow the instructions below.

1. If this is a new Subrecipient record, click *Create a Subrecipient* (see Figure 31) and a white manual creation box will appear (see Figure 33).

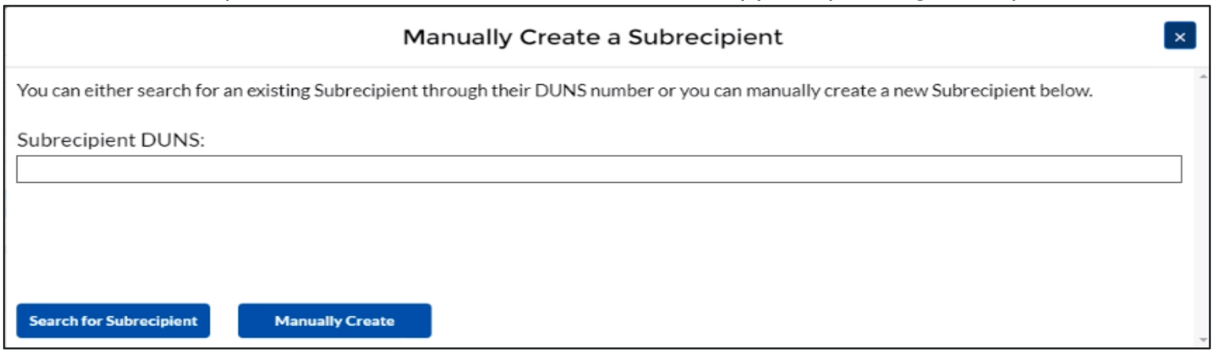


Figure 33 – Manually Create a Subrecipient

2. If you are making an entirely new subrecipient select *Manually Create* and enter the relevant Subrecipient information in each of the required fields (see Figures 34 and 35). You may also click *Search for Subrecipient* to look for a previously created Subrecipient (see Figure 33).

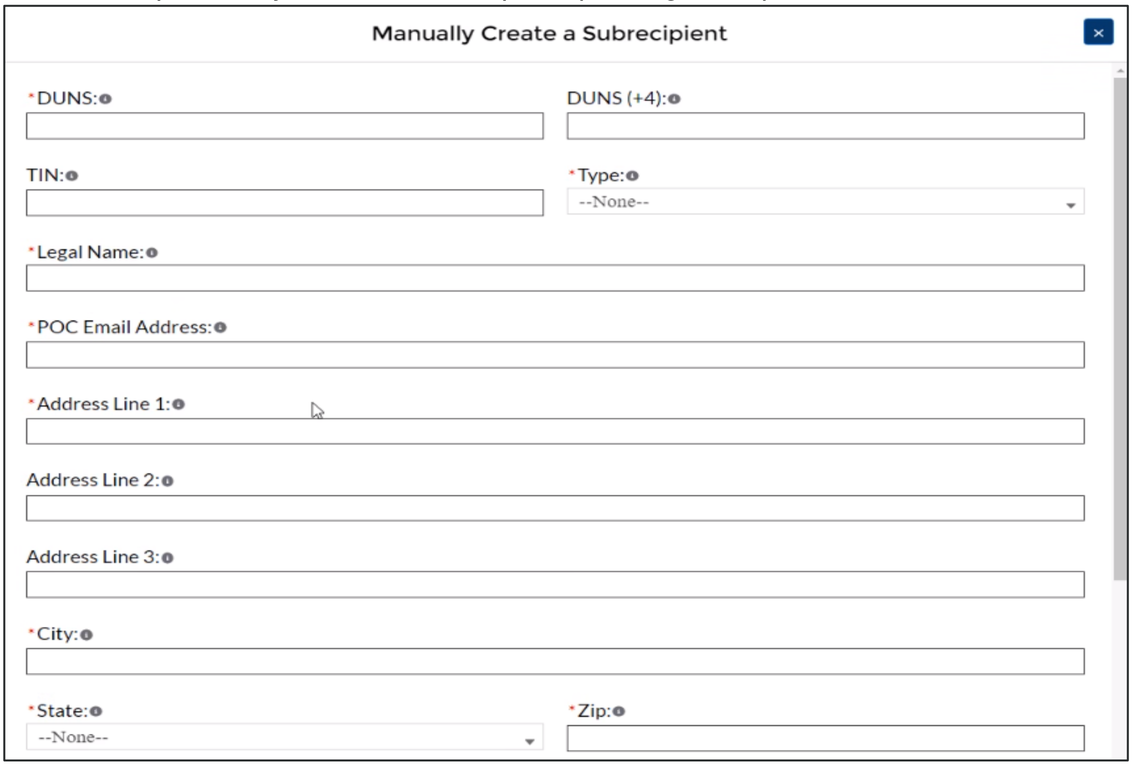


Figure 34 – Manually Create a Subrecipient, Info 1

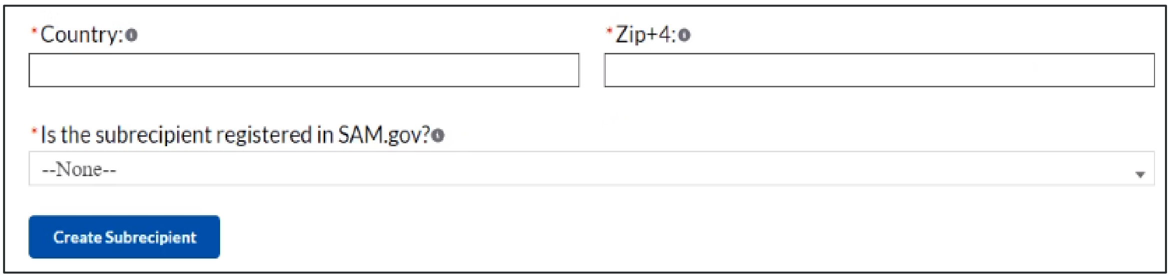


Figure 35 – Manually Create a Subrecipient, Info 2

3. If the subrecipient is not registered in SAM.gov, select “No” from the picklist. Two additional questions will populate the space below (see Figure 36).
4. If the total compensation for the organization’s five highest paid officers is not publicly listed or otherwise listed in SAM.gov, enter the name of the officer and the total compensation received in the chart that appears (see Figure 36). If fewer than five (5) officers exist, enter “N/A” into the empty field(s).

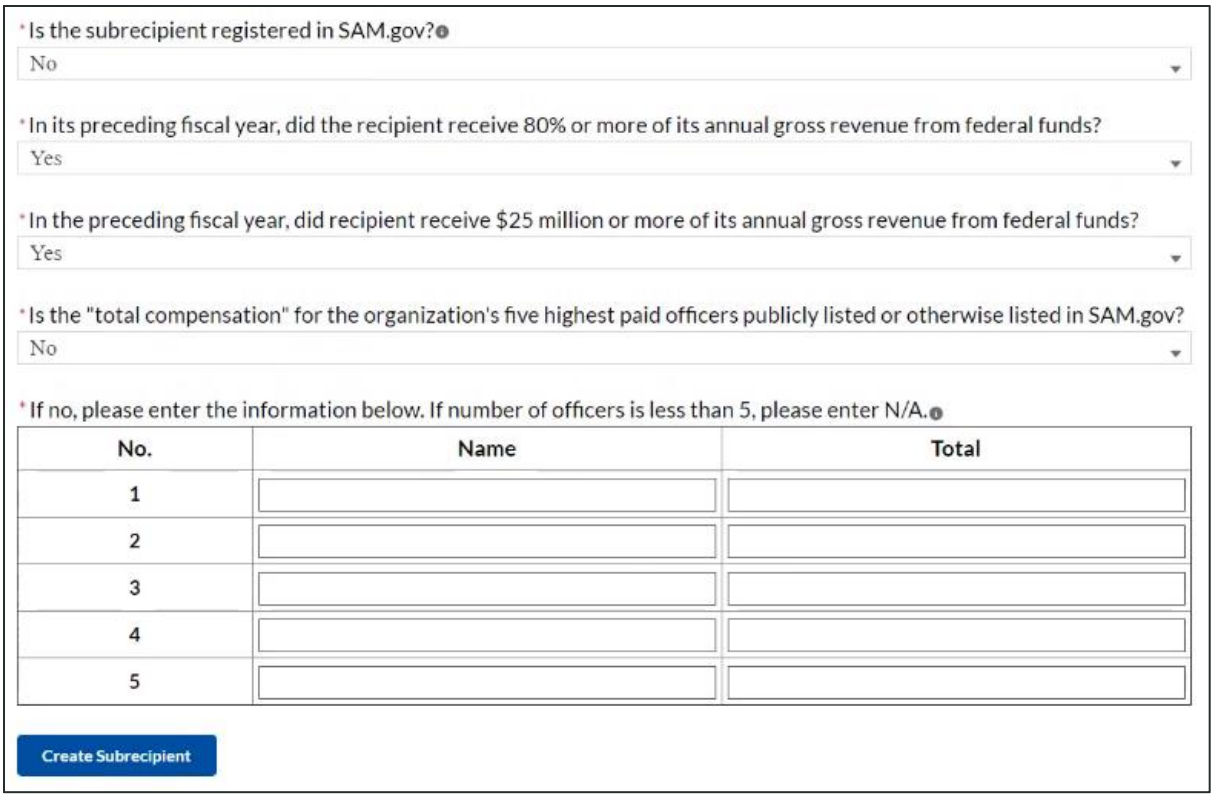


Figure 36 – Manually Create a Subrecipient, Info 3

5. At the bottom of the page, click the *Create Subrecipient* icon to complete the Subrecipient record and return to Subaward screen. Your new Subrecipient record is now associated with the Subaward.

b) Create Subawards

The Subaward Reporting submodule allows you to enter the required information regarding Subawards for all direct payments, subawards, and contracts made by your organization.

The Subawards module allows users to enter data manually or leverage the bulk file upload capability. For bulk upload instructions specific to this submodule, see **Appendix A – Bulk Upload Overview**. You can download the bulk template using the provided link in Treasury’s Portal before using the upload button (see Figure 37).

Figure 37 – Subaward Links (Create, Upload, and Download Template)

Note: Subaward bulk upload can only be completed after Subrecipient bulk upload is completed.

If you choose to individually enter records, follow the instructions below.

1. Enter the following fields pertaining to the Subawards: **Subaward Number**, **Subaward Obligation**, **Subaward Date**, **Period of Performance Start**, **Period of Performance End, Place of Performance Address, City, State, Zip, Zip+4**, and **Country** (see Figure 39).
2. Select the **Subaward Type** from the drop-down picklist. (see Figure 38).

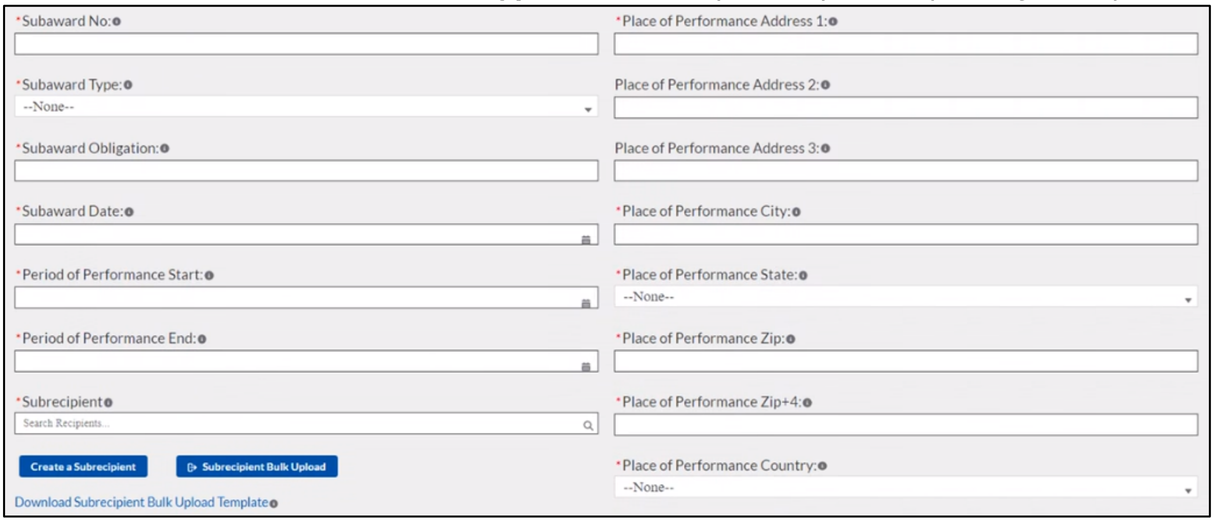


Figure 38 – Subaward Reporting Submodule

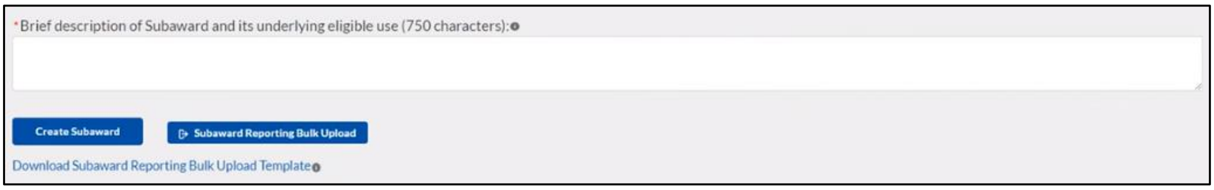


Figure 39 – Subaward Reporting Submodule

3. After completing the subaward details, associate the Subaward with a specific Subrecipient. Click *Create a Subrecipient* to launch the Subrecipient Profile submodule (see Figure 33).
4. Enter the Subrecipient DUNS in the **Subrecipient** text box (Figure 38) and click the search icon on the right. If a Subrecipient record already exists, this will connect it to your Subaward. You will then be returned to the Subaward screen to finalize the Subaward.
5. Use the open textbox to provide a brief description on the Subaward's underlying eligible use (see Figure 39).
6. Click *Create Subaward* to establish the Subaward record. Repeat Steps 1 through 5 to create additional Subaward records.
7. The list of subawards will generate under the My Subawards title at the bottom of the page (see Figure 40). When finished adding to your list, click the *Next* button to advance to the Expenditures tab.

Figure 40 – My Subawards Section

c) **Create Expenditures**

As part of the quarterly reporting requirement, you will need to provide information regarding all expenditures (including subawards) for the current quarter (see Figure 41).

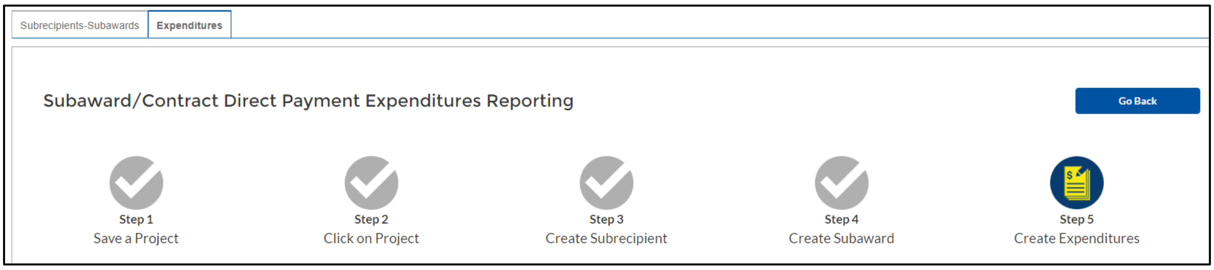


Figure 41 – Expenditures Tab

The expenditures reporting is categorized into three groups: (1) Expenditures greater than or equal to $30,000, (2) Aggregated Expenditures less than $30,000 and (3) Aggregated Expenditures to individuals less than $30,000.

The Expenditures reporting module allows users to enter data manually or leverage the bulk file upload capability. For bulk upload instructions specific to this submodule, see **Appendix A – Bulk Upload Overview**. You can download the unique bulk template for each of the three groups listed above using the provided link in the Treasury Portal before using the upload button (see Figure 42 for first of three templates on the page).

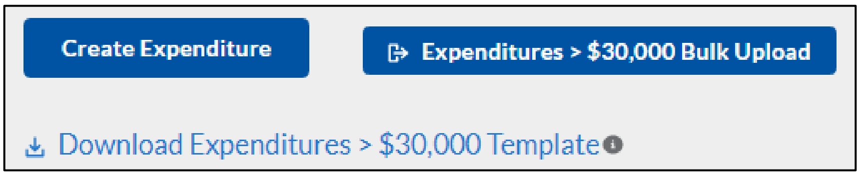
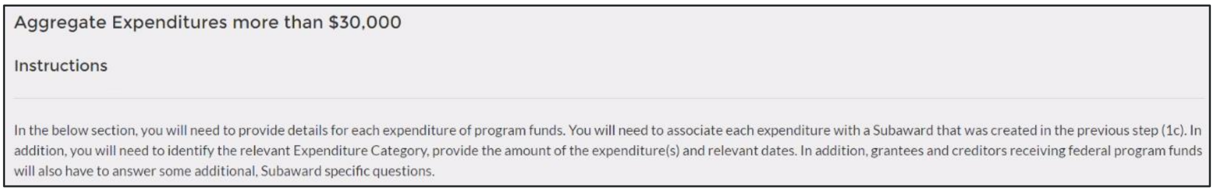


Figure 42 – Expenditure Icons (Create Manually, Upload or Download Bulk Upload Template)

If you do not use the bulk upload function, follow the steps listed below (see Figure 43).


Aggregate Expenditures more than $30,000

Instructions

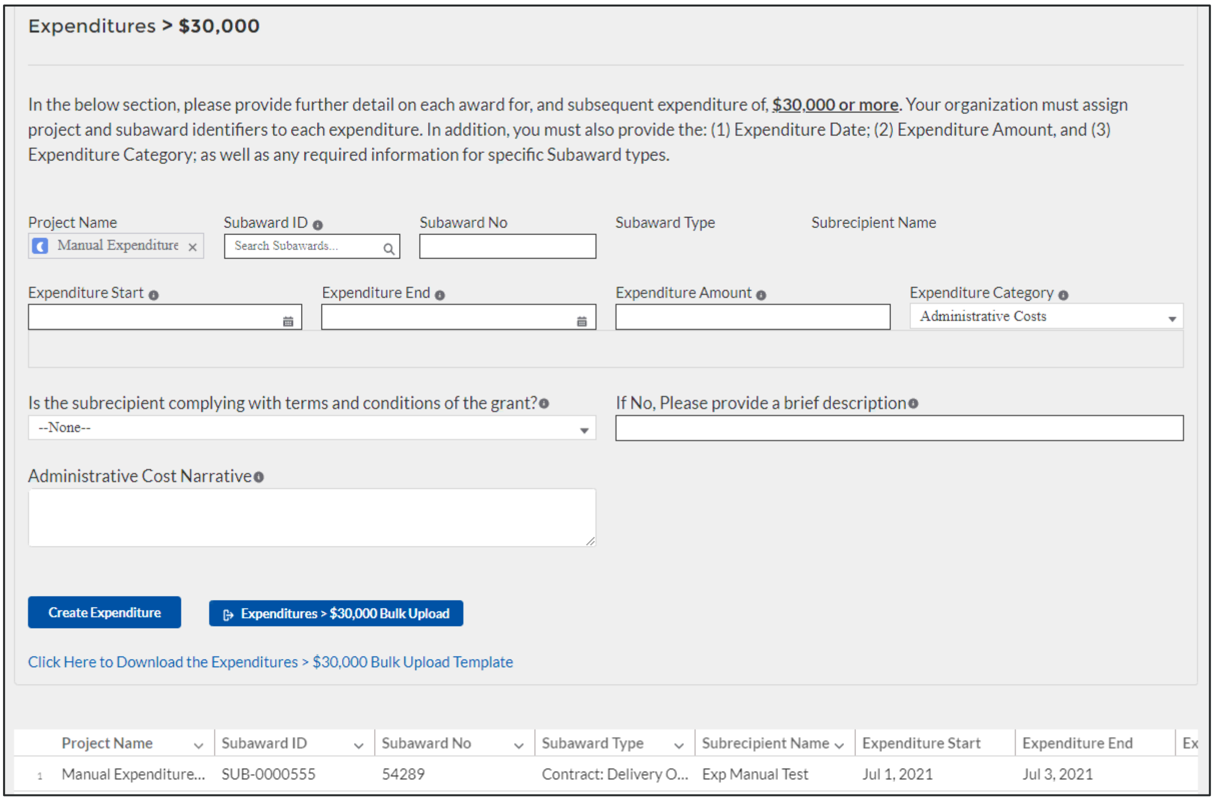
In the below section, you will need to provide details for each expenditure of program funds. You will need to associate each expenditure with a Subaward that was created in the previous step (1c). In addition, you will need to identify the relevant Expenditure Category, provide the amount of the expenditure(s) and relevant dates. In addition, grantees and creditors receiving federal program funds will also have to answer some additional, Subaward specific questions.

Figure 43 – Expenditures > $30,000

- **Expenditures greater than or equal to $30,000** (see Figure 44)

  The default screen allows you to report Administrative Costs (Expenditure Categories) which are not associated with a subaward.

  1. To report new expenditures under a specific subaward, use the search function under **Subaward ID** to associate the expenditure record and subaward. Use either the Portal-generated Subaward ID from the Subaward module or the Subaward Number generated by your organization.
  2. Enter the **Expenditure Start Date**, **Expenditure End Date,** and **Expenditure Amount**.
  3. Select the associated **Expenditure Category** from the drop-down picklist. There is a space to provide a narrative for Administrative Costs.
  4. If Subaward Type is a grant, verify the Subrecipient's compliance with the conditions of the grant through the drop-down picklist. If the Subrecipient is non-compliant, provide a brief explanation regarding non-compliance.


Expenditures > $30,000

In the below section, please provide further detail on each award for, and subsequent expenditure of, $30,000 or more. Your organization must assign project and subaward identifiers to each expenditure. In addition, you must also provide the: (1) Expenditure Date; (2) Expenditure Amount, and (3) Expenditure Category; as well as any required information for specific Subaward types.

Project Name: Manual Expenditure
Subaward ID: Search Subawards...
Subaward No
Subaward Type
Subrecipient Name

Expenditure Start
Expenditure End
Expenditure Amount
Expenditure Category: Administrative Costs

Is the subrecipient complying with terms and conditions of the grant?: --None--
If No, Please provide a brief description

Administrative Cost Narrative

Create Expenditure
Expenditures > $30,000 Bulk Upload

Click Here to Download the Expenditures > $30,000 Bulk Upload Template

	Project Name	Subaward ID	Subaward No	Subaward Type	Subrecipient Name	Expenditure Start	Expenditure End	Ex
1	Manual Expenditure...	SUB-0000555	54289	Contract: Delivery O...	Exp Manual Test	Jul 1, 2021	Jul 3, 2021	

Figure 44 – Data Entry for Expenditures > $30,000

  5. Click the *Create Expenditures* button to submit the record. Repeat Steps 1 through 4 to report additional expenditures, which will appear in a list below the section. Proceed to the next segment once all expenditures are reported.

- **Aggregate Expenditures less than $30,000** (see Figure 45)
  1. Enter the **Total Quarterly Expenditure Amount** and **Total Quarterly Obligation Amount.**
  2. **Cumulative Expenditures,** and **Cumulative Obligations** are automatically calculated and are total sum fields of all uploaded or created expenditures.
  3. Select the **Expenditure Category** and **Subaward Type** from the drop-down picklist.

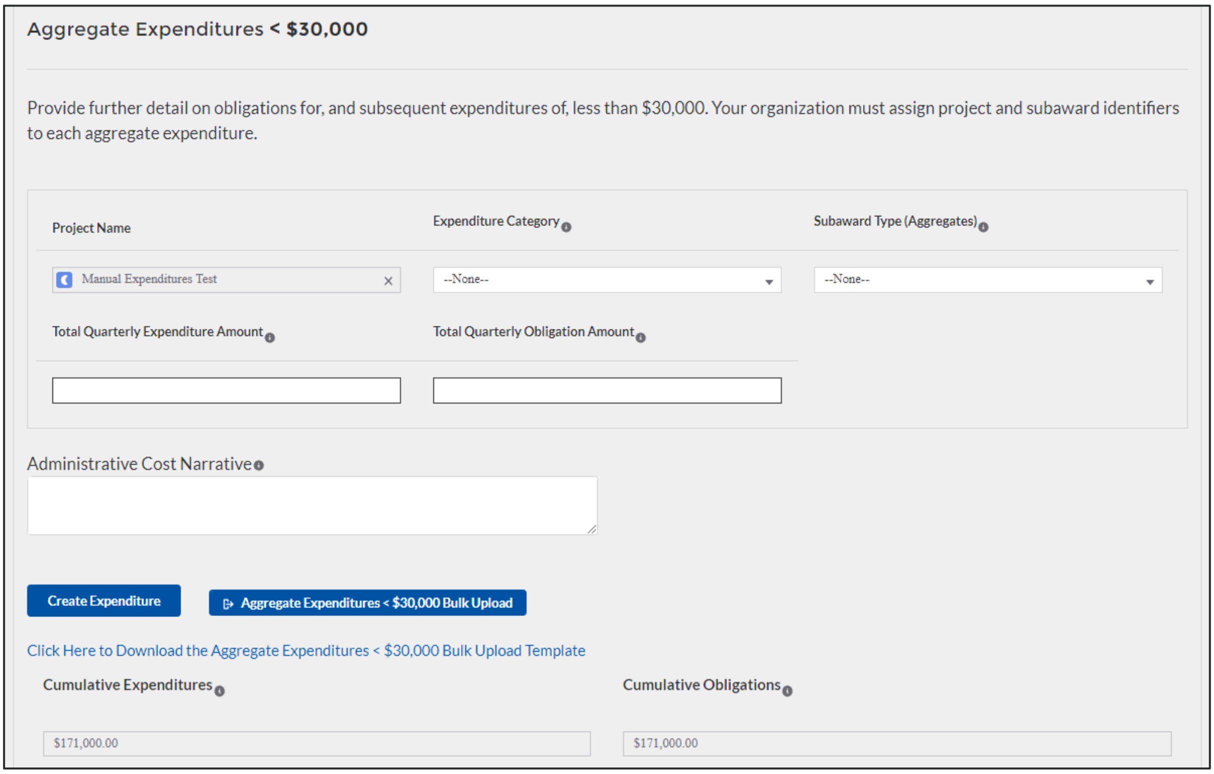


Figure 45 – Data Entry for Aggregate Expenditures < $30,000

  4. Click the *Create Expenditures* button to submit the record. Repeat Steps 1 through 3 to report additional expenditures which will appear in a list below the section. Proceed to the next segment once all expenditures are reported.

- **Aggregate Expenditures to Individuals less than $30,000** (see Figure 46)
  1. Enter the **Total Quarterly Expenditure Amount** and **Total Quarterly Obligation Amount.**
  2. **Cumulative Expenditures,** and **Cumulative Obligations** are automatically calculated and are total sum fields of all uploaded or created expenditures.
  3. Select the **Expenditure Category** from the drop-down picklist. There is a space to provide a narrative for Administrative Costs.

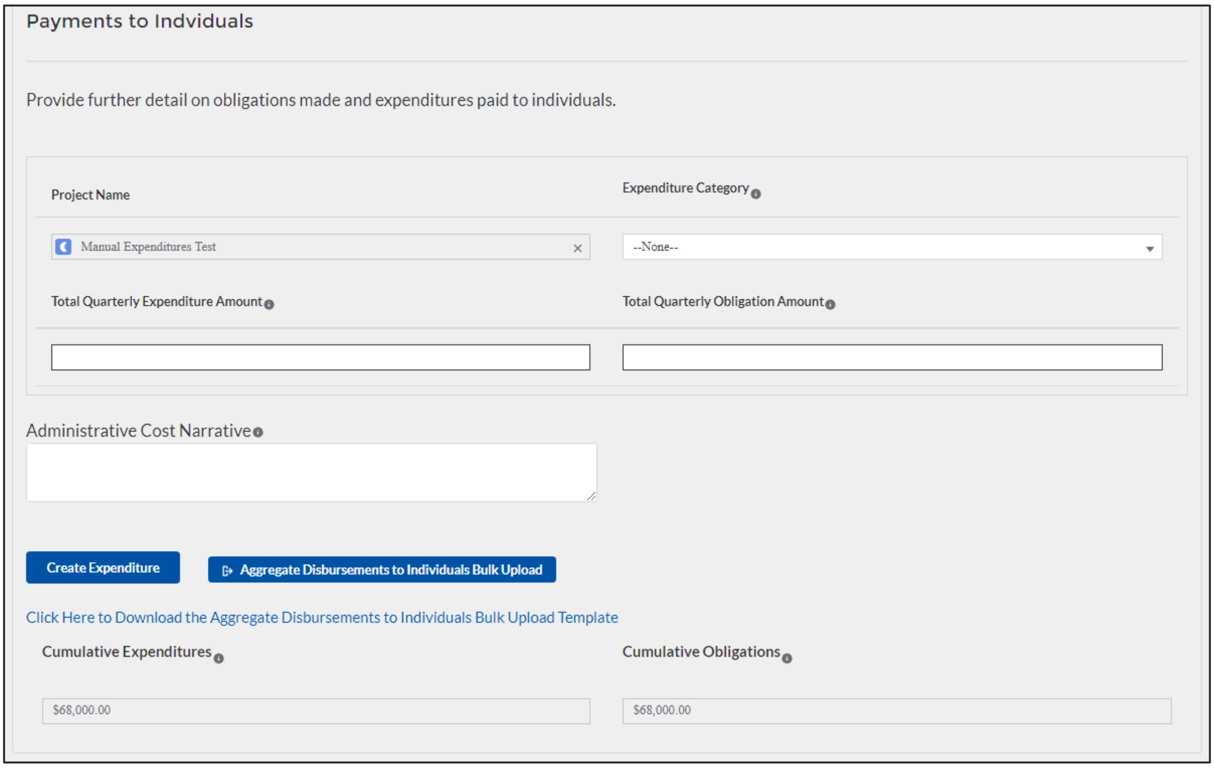
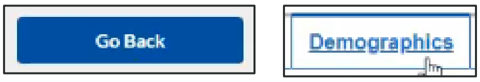


Figure 46 – Data Entry for Individual Payments < $30,000

4. Click the *Create Expenditures* button to submit the record. Repeat Steps 1 through 3 to report additional expenditures, which will appear in a list below the section.
5. Click the *Go Back* button at the top of the page when you have finished uploading expenditures to return to the *Projects* Tab. Then click the *Demographics* tab on the navigation bar to advance to the next section.



Section VI. Demographics

In this module, you will provide participant demographic information (see Figure 47) for the subject ERA project. For each measure and data element listed, Recipients must report progress achieved over the reporting period. State, Local, and Territorial Recipients must also report certain data elements by race, ethnicity and gender of the primary applicant for assistance in the household. Please refer to Module C of the ERA Reporting Guidance for additional clarification.

Figure 47 – Demographics Tab

You will have the ability to utilize the bulk upload feature or individually enter records for Subrecipients. For bulk upload instructions specific to this submodule, see **Appendix A – Bulk Upload Overview**. You can download the bulk template using the provided link in Treasury's Portal before submitting using the upload button (see Figure 48).

> **Note:** There is no bulk upload template for Tribe, TDHE, and the DHHL Recipients. Tribes, TDHE, and the DHHL Recipients are not required to report the information broken out by race, ethnicity, and gender of the primary applicant for assistance.

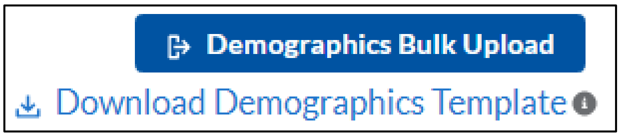


Figure 48 – Demographics Bulk Upload

If you choose to manually provide Participant Demographic Information, please follow the instructions below.

1. Click *Provide Demographic Information* (see Figure 49) to report demographic information broken out by race, ethnicity and gender for all required fields.

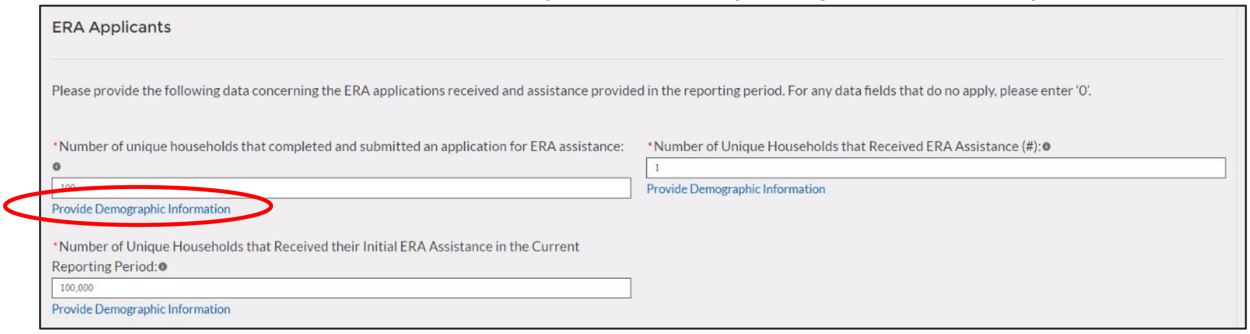
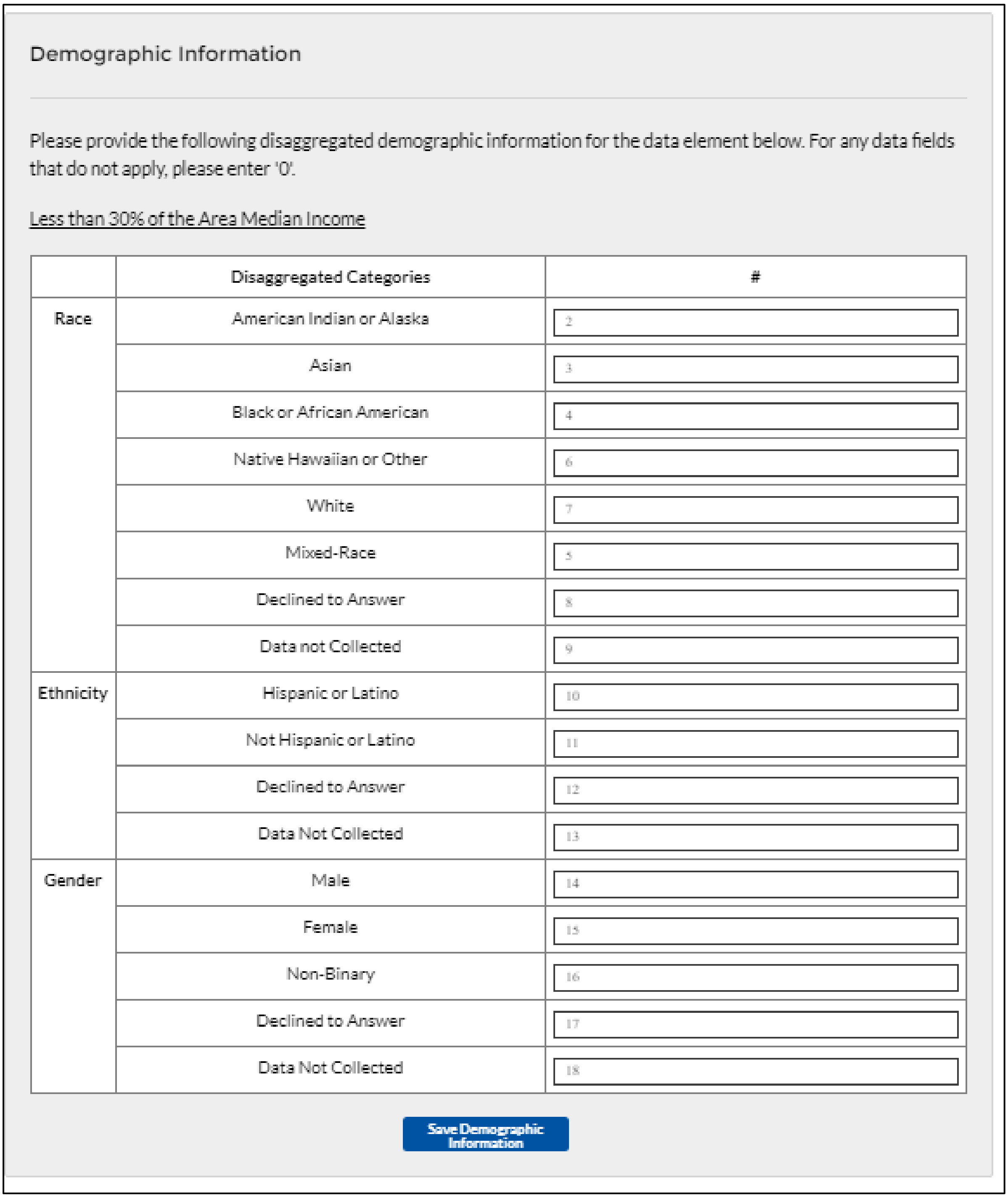


Figure 49 – Reporting on ERA Applicants

2. Enter the applicable data in the number column (see Figure 50).
3. Click *Save Demographic Information* (see Figure 51) to submit demographic for the current field.



Demographic Information

Please provide the following disaggregated demographic information for the data element below. For any data fields that do not apply, please enter '0'.

Less than 30% of the Area Median Income

	Disaggregated Categories	#
Race	American Indian or Alaska	2
	Asian	3
	Black or African American	4
	Native Hawaiian or Other	6
	White	7
	Mixed-Race	5
	Declined to Answer	8
	Data not Collected	9
Ethnicity	Hispanic or Latino	10
	Not Hispanic or Latino	11
	Declined to Answer	12
	Data Not Collected	13
Gender	Male	14
	Female	15
	Non-Binary	16
	Declined to Answer	17
	Data Not Collected	18

Save Demographic Information

Figure 50 – Reporting on ERA Applicants

Figure 51 – Save Demographic Information

The Demographics reporting tab is categorized into four groups: 1) ERA Applicants, 2) ERA Assistance Provided, 3) Participant Households at Certain Income Levels, and 4) Award Activity Amounts Approved (Obligated) and Amounts Paid (Expended) During the Quarter.

If you choose to manually enter records, follow the instructions below.

1. Under the ERA Applicants section (see Figure 52), report data on ERA applications received and assistance provided in the reporting period.

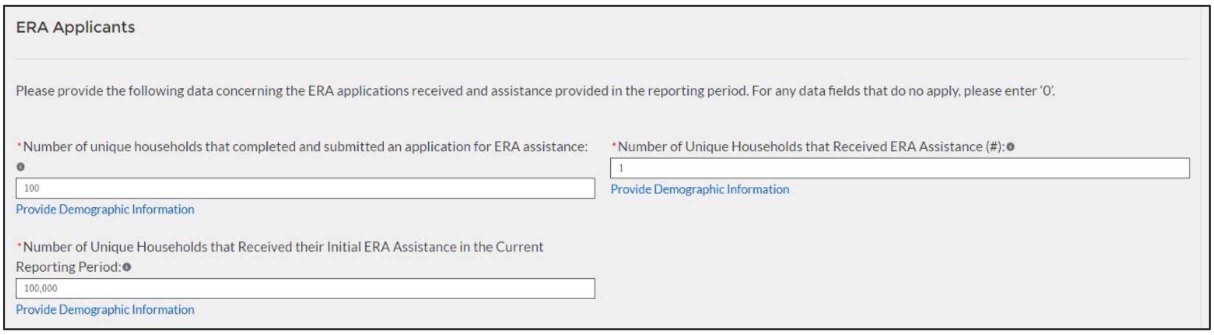


Figure 52 – Reporting on ERA Applicants

2. Under the ERA Assistance Provided Section, report data on unique households that received different types of ERA assistance (**excluding Housing Stability Services**) (see Figure 53).

Note: Tribe, TDHE, and the DHHL Recipients must report on each of the ERA Assistance Types listed. Tribes, TDHE, and the DHHL Recipients are not required to report the information broken out by race, ethnicity, and gender of the primary applicant for assistance.

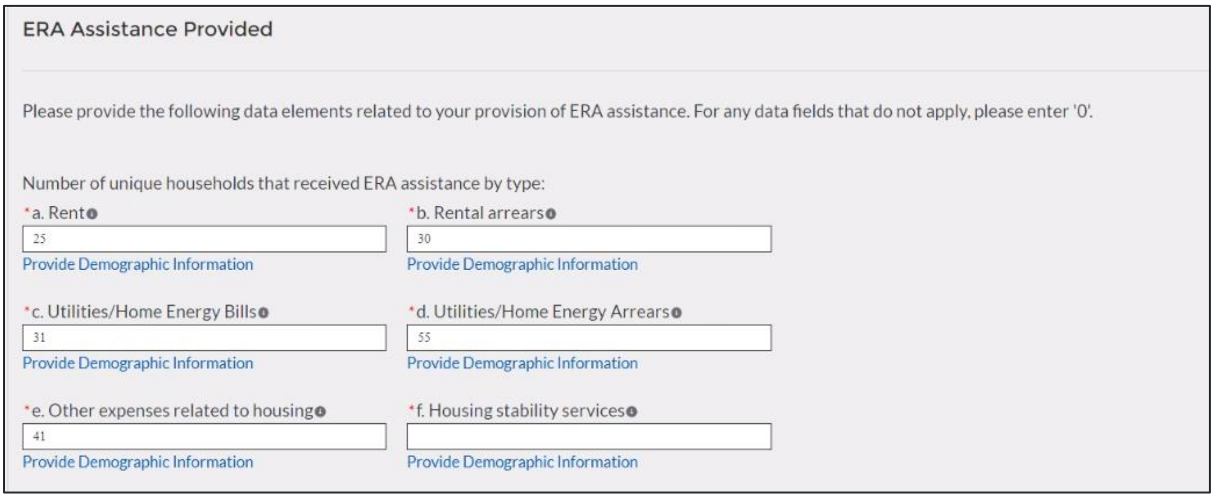
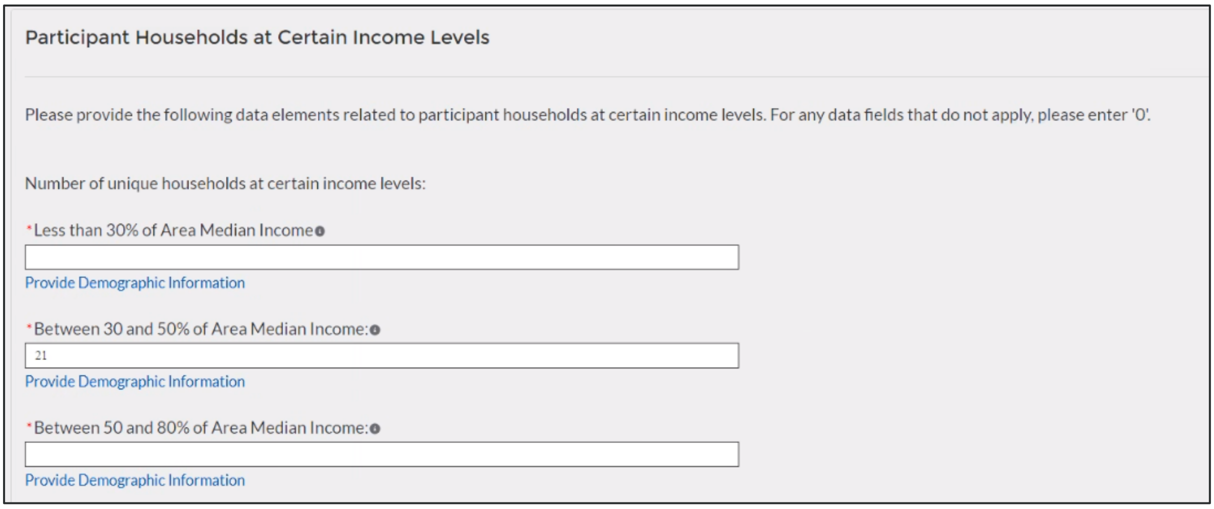


Figure 53 – Reporting on ERA Assistance Provided

3. Under the Participant Households at Certain Income Levels section, report data on households served based on income eligibility (see Figures 54 and 55).

Note: Tribe, TDHE, and the DHHL Recipients are only required to report the total amount of ERA award paid to or for participating households in this section.


Participant Households at Certain Income Levels

Please provide the following data elements related to participant households at certain income levels. For any data fields that do not apply, please enter '0'.

Number of unique households at certain income levels:

*Less than 30% of Area Median Income

Provide Demographic Information

*Between 30 and 50% of Area Median Income:

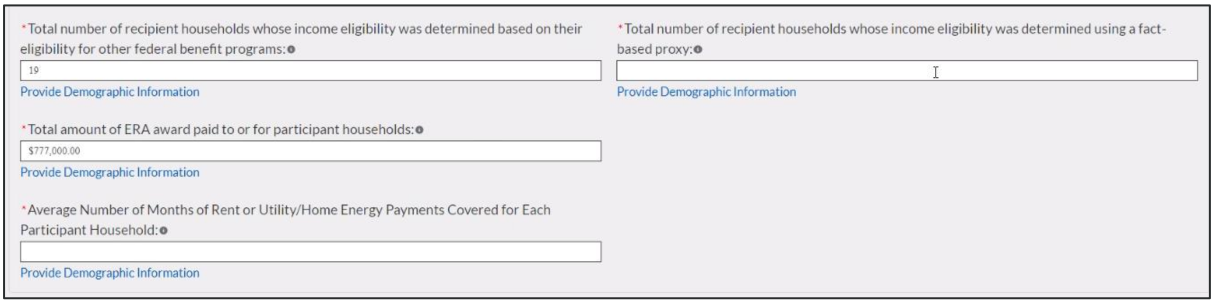
21

Provide Demographic Information

*Between 50 and 80% of Area Median Income:

Provide Demographic Information

Figure 54 – Reporting on households served based on income eligibility - 1


*Total number of recipient households whose income eligibility was determined based on their eligibility for other federal benefit programs:

19

Provide Demographic Information

*Total number of recipient households whose income eligibility was determined using a fact-based proxy:

Provide Demographic Information

*Total amount of ERA award paid to or for participant households:

$777,000.00

Provide Demographic Information

*Average Number of Months of Rent or Utility/Home Energy Payments Covered for Each Participant Household:

Provide Demographic Information

Figure 55 – Reporting on households served based on income eligibility - 2

4. Under the Award Activity Amounts Approved (Obligated) and Amounts Paid (Expended) During the Quarter section, report data on all amounts obligated and expended from inception (Q1) through current reporting period (see Figure 56).


Award Activity Amounts Approved (Obligated) and Amounts Paid (Expended) During the Quarter

Please provide the following data elements related to your provision of ERA disbursements.

*Total Dollar Amount of ERA Award Funds Approved (Obligated) to or for Participant Households

*Total Dollar Amount of ERA funds Paid (Expended) for Administrative Expenses:

*Total Dollar Amount of ERA Award Funds Approved (Obligated) for Administrative Expenses:

*Total Dollar Amount of ERA Award Funds Paid (Expended) for Housing Stability Services:

*Total Dollar Amount of ERA Award Funds Approved (Obligated) for Housing Stability Services:

Figure 56 – Reporting on award activity approved, and amount paid

5. Click the *Save* button to record progress.

6. Click the *Next* button to advance to the Performance and Financial Report module.

Section VII. Performance & Financial Report

In this module, you will report on the overall performance and financials and will also submit participant household payments data for the current reporting period for the subject ERA Project (see Figure 57). Please refer to Module D of the ERA Reporting Guidance for additional clarification.

This module is broken out into four segments: a) Performance Narrative; b) Narrative on Effective Practices; c) Federal Financial Reporting; and d) Participant Household Payment Data.

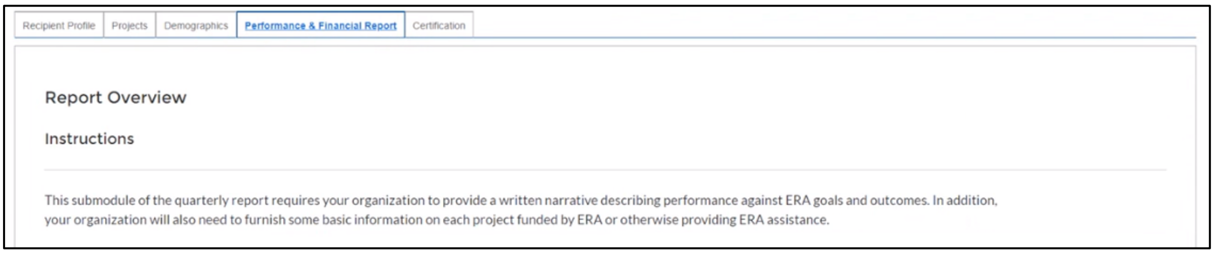


Figure 57 – Performance & Financial Report Tab

a) Performance Narrative

In this section, you will provide additional information on how the project performed against the outlined ERA goals and outcomes for the current reporting Quarter (see Figure 58).

1. Provide a narrative that discusses how the project performed relative to the goals outlined by the ERA program. Address all the listed relevant points.

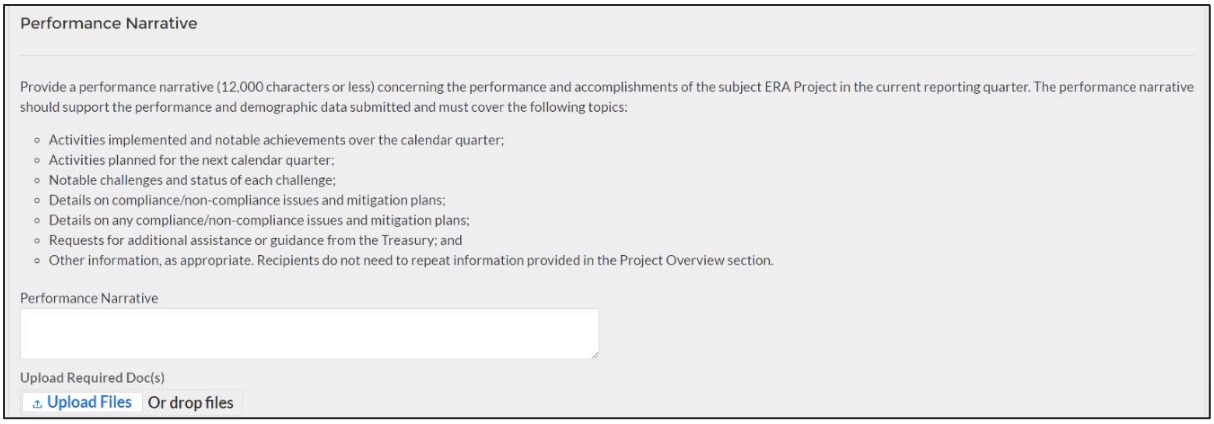


Figure 58 – Performance Narrative

b) Narrative on Effective Practices

In this section, you will provide additional information on the effective practices that were used by your organization.

1. Provide a brief explanation on the effective practices used when administering the ERA Project (see Figure 59).

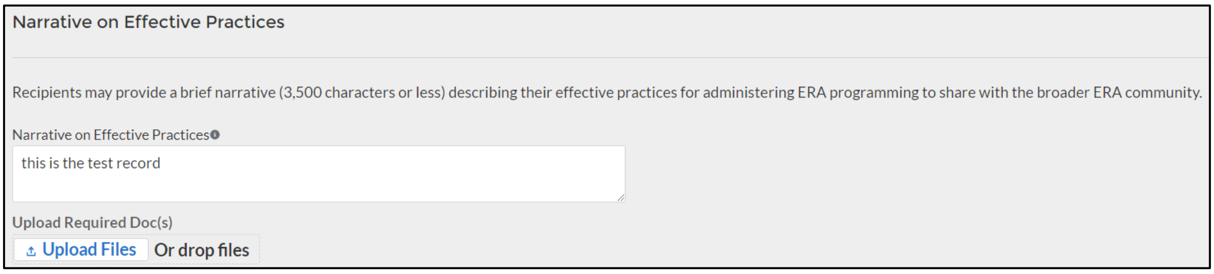


Figure 59 – Effective Practices Narrative Entry

c) Federal Financial Reporting

In this section, you will provide you SF-425 form along with various obligation and expenditure amounts.

1. Click the ***Upload Files icon*** to submit the completed and signed Quarterly SF-425 document (*.pdf format only).
2. Enter the **Current Quarter Obligations**, **Current Quarter Expenditures**, **Cumulative Obligations to date**, and **Cumulative Expenditures to date** data (see Figure 60).
3. Instructions for completing the SF-425 form can be found at https://apply07.grants.gov/apply/forms/instructions/SF425_3_0-V3.0-Instructions.pdf.

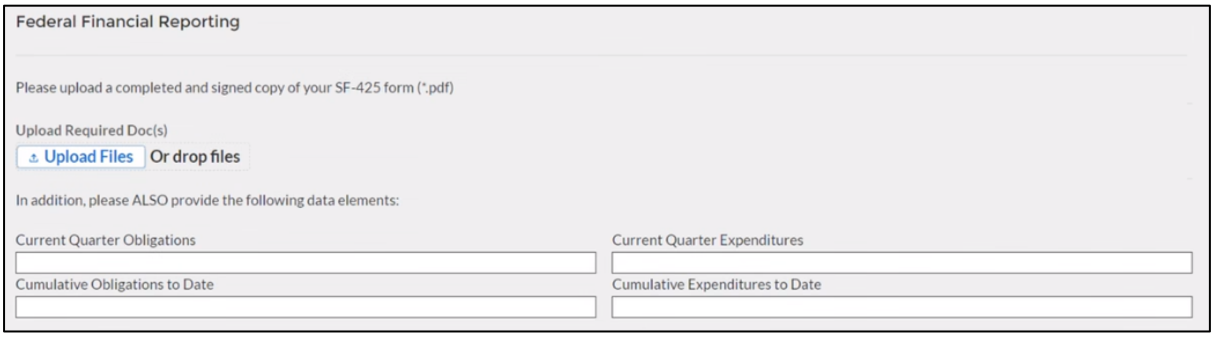


Figure 60 – Federal Financial Reporting

d) Participant Household Payment Data

The Participant Household Payment Data section does not contain a manual data entry option. Users must use the bulk file upload capability to submit the required data. Under the Participant Household Payment Data section, click the ***Upload Files*** icon (see Figure 61) and attach the Participant Household Payment Data File (*.csv). The file can be downloaded by clicking the ***Download Participant Household Payment Data*** icon.

Note: Tribe, TDHE, and the DHHL Recipients are not required to submit the Participant Household Payment Data file.

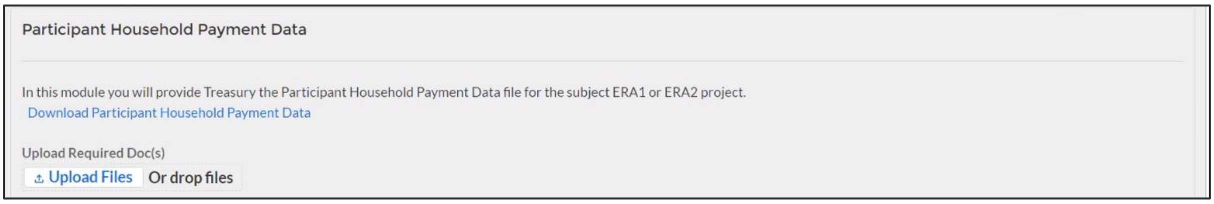
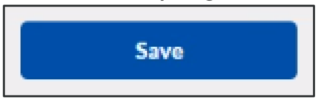


Figure 61 – Participant Household Payment Data

1. Click the *Save* button to record progress.

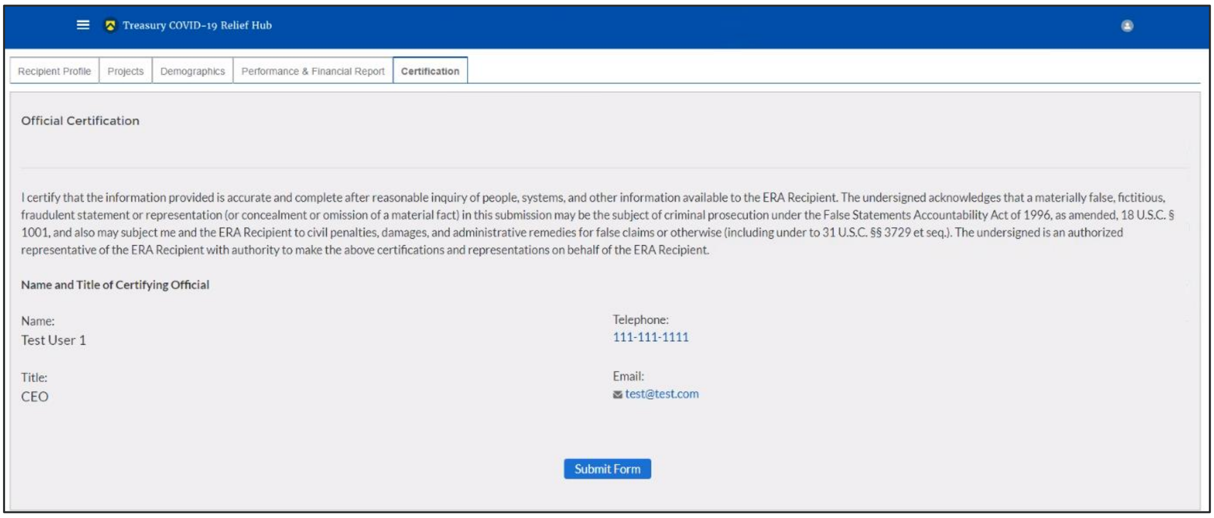


2. Click the *Next* button to advance to the Certification module.

Section VIII. Official Certification

The Recipient's designated Authorized Representative for Reporting will be required to e-sign the certification before final submission of the Quarterly Reports (see Figure 62).

a) Review and agree to the following statement:



Treasury COVID-19 Relief Hub

Recipient Profile | Projects | Demographics | Performance & Financial Report | Certification

Official Certification

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA Recipient. The undersigned acknowledges that a materially false, fictitious, fraudulent statement or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 U.S.C. § 1001, and also may subject me and the ERA Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 et seq.). The undersigned is an authorized representative of the ERA Recipient with authority to make the above certifications and representations on behalf of the ERA Recipient.

Name and Title of Certifying Official

Name:
Test User 1

Telephone:
111-111-1111

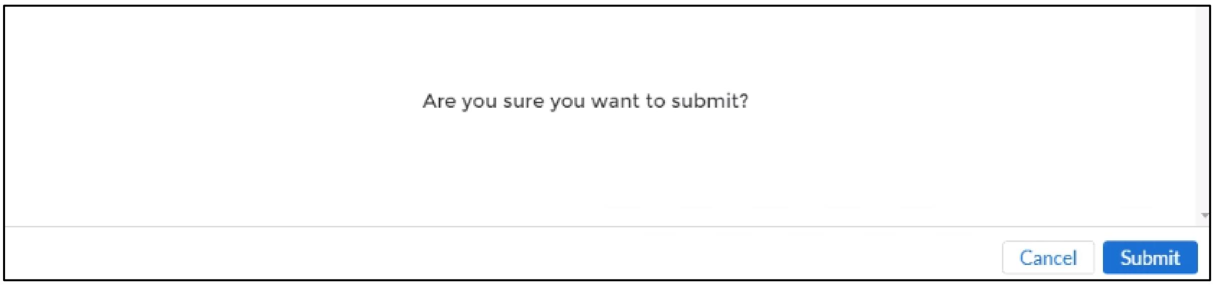
Title:
CEO

Email:
test@test.com

Submit Form

Figure 62 – Form Submission Certification

b) Click *Submit Form* button to agree to the statement. A window will pop up to ensure you are ready to submit. Click the *Submit* icon (see Figure 63).

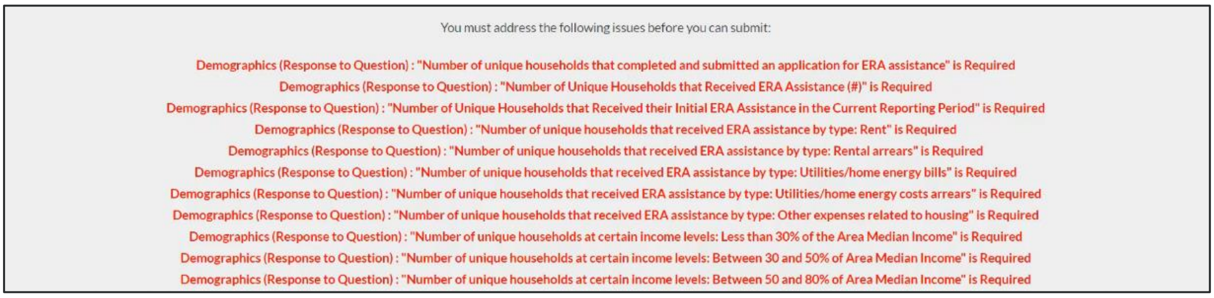


Are you sure you want to submit?

Cancel | Submit

Figure 63 – Form Submission Approval Screen

c) If there are any errors at the time of your submission, an error message will appear with mistakes to be corrected in red (see Figure 64).



You must address the following issues before you can submit:

Demographics (Response to Question) : "Number of unique households that completed and submitted an application for ERA assistance" is Required
Demographics (Response to Question) : "Number of Unique Households that Received ERA Assistance (#)" is Required
Demographics (Response to Question) : "Number of Unique Households that Received their Initial ERA Assistance in the Current Reporting Period" is Required
Demographics (Response to Question) : "Number of unique households that received ERA assistance by type: Rent" is Required
Demographics (Response to Question) : "Number of unique households that received ERA assistance by type: Rental arrears" is Required
Demographics (Response to Question) : "Number of unique households that received ERA assistance by type: Utilities/home energy bills" is Required
Demographics (Response to Question) : "Number of unique households that received ERA assistance by type: Utilities/home energy costs arrears" is Required
Demographics (Response to Question) : "Number of unique households that received ERA assistance by type: Other expenses related to housing" is Required
Demographics (Response to Question) : "Number of unique households at certain income levels: Less than 30% of the Area Median Income" is Required
Demographics (Response to Question) : "Number of unique households at certain income levels: Between 30 and 50% of Area Median Income" is Required
Demographics (Response to Question) : "Number of unique households at certain income levels: Between 50 and 80% of Area Median Income" is Required

Figure 64 – Submittal Errors to Address

d) Address all errors and certify to successfully complete the Quarterly Reporting process.

Appendix A – Bulk Upload Overview

a) Purpose

Appendix A provides an overview of the ERA bulk file upload process. There are seven (7) unique bulk file upload templates listed below in the order in which they should be populated and submitted to the ERA Treasury Portal. The data requirements for each template can be found in subsequent sections of this Appendix. The templates can be downloaded directly from the ERA Treasury Portal or Treasury.gov.

1. Subrecipient Template
2. Subaward Template
3. Expenditures GT than $30,000 Template
4. Aggregate Expenditures LT $30,000 Template
5. Aggregate Disbursements to Individuals Template
6. Demographics Template
7. Participant Household Payment Data Template

b) Template Description

Each of the seven files has a specific template that describes how to build the upload file. Each Module in the web application provides a link to download the template. All templates have the same structure as described below:

Row 1: Template Version

Row 2: Template Name

Row 3: Instructions: Brief description of the template constraints and download/upload guidance

Row 4: Field IDs: Column identifiers

Row 5: Field Label: Brief description of each Field or Column

Row 6: Required or Optional: This field specifies if the field is optional or required. When the column is required, and a recipient does not provide the required data, the system will not accept any record or allow the file to be uploaded.

Row 7: Field Help Text: Provides a description of the column. There are 2 types of fields, 1). an open value either text or numbers and 2). A predefined list of pick list values:

- Open Value: Any text or number. Text for State name or Last Name or a Number that represents amounts. Most text types are free formats, the only expectation is for Dates, each column that represents a date describes the accepted format. For any number field, it is not required to add "," to represent thousands or it is not required to add "$" to represent currency. Only add decimal "." when needed.
- Pick List: A Predefine list of values that is accepted by the system. When the column is a pick list, row 7 provides the list of options that the system accepts. Recipients should "copy and paste" the valid value for each record. If the recipient provides a value that is not in the predefined pick list, the system will not accept the file. Responses should not contain double quotes

Row 8: Data that Recipient submits. Row 8 is where recipients insert specific data to submit. The system accepts 1 or many rows.

The following is special guidance for each row or set of rows:

1. Do not change the content of rows 1 to 7
2. Rows 4 to 7 provide metadata of each data element or column of the information that Recipients will provide.
3. Start adding your data in row 8 column B.

The following is an example of a template:

	A	B	C	D	E	F	G
1	Version - 2021.07.15						
2	Template Name: Sub-Award Reporting						
3	Instructions to Reporter: - Do not change the cell formatting - Do not reformat the template - All data should be as text						
4	Field ID	Recipient_DUNS__c	Project_Identification_Number__c	Sub_Recipient_Name__c	Award_No__c	Award_Type__c	Award_Amount__c
5	Label	Recipient DUNS	Client Project Id	Sub Recipient Name	SubAward No.	SubAward Type	SubAward Amount (Obligation)
6	Required or Optional	Required	Required	Required	Required	Required	Required
7	Help Text	Please enter the Recipient DUNS	Client Project Id associated with this Sub Award.	Sub Recipient Name - Assigned to the Sub Award. Name must match valid sub-recipient name either uploaded in the Sub recipient bulk upload or a entered in the system.	Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number or any other unique identifying number assigned by the Recipient to the award. This number is strictly for the Recipient's recordkeeping.	The type of subaward. "Contract: Purchase Order" "Contract: Delivery Order" "Contract: Blanket Purchase Agreement" "Contract: Definitive Contract" "Grant: Lump Sum Payment(s)" "Grant: Reimbursable" "Direct Payment" "Transfer: Lump Sum Payment(s)" "Transfer: Reimbursable"	Total amount of ERA funds obligated by the Recipient to a SubRecipient under a given SubAward. DO NOT INCLUDE $ sign when entering amount.
8		123456789	Peter Green	1996	Peter Green	Contract: Purchase Order	194799455

Figure 65 – Example Bulk Upload Template

Note: The ERA Programmatic Reporting Module has a small modification where recipients can add data from E9 to V25.

c) Bulk Upload Template Download and Upload Steps

The Template download and upload process includes the following steps:

1. Identify the reporting module to upload
2. Download the module template from the link provided in the web application section of the module
3. Open the template in Microsoft Excel
4. Save the template as .CSV file and change the name of the file as needed
5. Add your data starting with row 8 of the template
6. When you finish adding your data repeat step 4
7. Upload the new file to the portal. The system will communicate if the upload was successful or failed
8. Reuse the same file if the upload process fails. Reconcile the issues that the system indicated and repeat step 7 until all issues are corrected.

d) Module-To-Module Bulk Upload File Creation Steps

The collective bulk file upload process is contingent upon end-users following the below steps to ensure successful submission:

1. Set up a **Project Record** within the system
2. Load the **Subrecipient Profile** within the Project Record
3. Load the **Subaward Reporting** next (file references Sub Recipient and Project Record information)
4. Load the three **Expenditures files** (files reference Sub Award and Project Record information)
5. Load the **Demographic** File
6. Load the **Participant Household Payment Data** File

> **Note:** All information submitted through the bulk upload process must be submitted as a CSV file.

e) CSV Guidance

Refer to the following link for descriptions of the CSV format.

https://en.wikipedia.org/wiki/Comma-separated_values

f) Specific CSV characteristics

- The date format is: MM/DD/YYYY. Example:
  a. 06/22/2021
- All currency values are numeric. It is not required to add "," for thousand or millions.
- Currency values should not contain a "$" sign. The file will be rejected if a "$" is included in the data entry.

g) Upload Template Description

Each data element and/or column in the CSV files is described below:

- **Index No:** Reference number for the data element. For internal use only
- **Defined term:** Column Short description
- **Definition:** Column long description or definition
- **CSV Column Name:** The column header name that must be used in the CSV file
- **Required:** Indicates if the column is required or not required.
- **List Value:** The content of the column is from a list of predefined values. This is valid for some of the columns. The list is provided for all cases. Most of the cases is N/A which means that the type is ether String or Numeric
- **Data type:** Specify the data type of the column. The options are: Numeric, Text, Date and Pick List.
- **Max Length:** Indicates the maximum length in characters that is allowed for each column.

h) Subrecipient Template

This module provides identifying information for each Subrecipient that received federal funding from this program. Where possible, you should provide the Subrecipient's DUNS number to pre-populate several segments of the record. In addition, you will also need to provide information about the Subrecipient's 2 CFR 170.330 Total Compensation in the report, if applicable.

CSV Format details

The templates provide all information required to create the upload files. The following table highlights the data elements required for the Subrecipient profile.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient DUNS	The DUNS unique identification number for the Subrecipient Organization of the Recipient's ERA funds.	Required	n/a	Numeric	9
Subrecipient DUNS (+4)	A 4-character suffix that may be assigned by a business concern and appended to its DUNS.	Optional	n/a	String	4
Subrecipient TIN	The Subrecipient's Internal Revenue Service (IRS) Taxpayer Identification Number	Required	n/a	Numeric	9
Subrecipient Type	A collection of indicators of different types of Subrecipient types that receive ERA funds.	Required	|- Tenant |- Landlord or Owner |- Utility / Home Energy Service Provider |- Other Housing Services and Eligible Expenses Provider	Picklist (see permissible values in previous column)	82
Subrecipient Name	The name of the Subrecipient.	Required	n/a	String	120
POC Email Address	The email address of the primary point-of-contact for the Subrecipient.	Required	n/a	String	40
Address Line 1	First line of the Subrecipient's address.	Required	n/a	String	150
Address Line 2	Second line of the Subrecipient's address.	Optional	n/a	String	150
Address Line 3	Third line of the Subrecipient's address.	Optional	n/a	String	150
City Name	Name of the city in which the Subrecipient is located.	Required	n/a	String	40
State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory in which	Required	(AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN,	String	2

Defined Term	Definition	Required	List Values	Data Type	Max Length
	the Subrecipient is located.		MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)		
Zip5	United States ZIP code (five digits) associated with the Subrecipient's address.	Required	n/a	String	5
Zip4	Zip Plus4 (four digits) identifying where the predominant performance of the subaward will be accomplished.	Required	n/a	String	4
Subrecipient SAM.gov Registration	Confirmation that the Subrecipient is registered in SAM.gov	Required	Yes/No	Picklist (see permissible values in previous column)	n/a
In its preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	Confirmation that the proportion of the Subrecipient's federal funding-to-total annual gross revenue for the preceding fiscal year is at least 80%	Required	Yes/No	Picklist (see permissible values in previous column)	n/a
In the preceding fiscal year, did recipient receive $25 million or more of its annual gross revenue from federal funds?	Confirmation that the Subrecipient's total annual gross revenue from federal funding across all programs for the preceding fiscal year is greater than $25 million.	Required	Yes/No	Picklist (see permissible values in previous column)	n/a
Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?	Confirmation that qualifying Subrecipient's publicly identify their top five highest compensated executives or have it listed in their SAM.gov profile, if No please provide names and compensation for top 5 executives.	Required	Yes/No	Picklist (see permissible values in previous column)	n/a
Executive Name (1)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered “No” to question in cell R5)	n/a	String	100

Defined Term	Definition	Required	List Values	Data Type	Max Length
Total Compensation (1)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered “No” to question in cell R5)	n/a	Numeric	12,2
Executive Name (2)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered “No” to question in cell R5)	n/a	String	100
Total Compensation (2)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered “No” to question in cell R5)	n/a	Numeric	12,2
Executive Name (3)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered “No” to question in cell R5)	n/a	String	100
Total Compensation (3)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered “No” to question in cell R5)	n/a	Numeric	12,2
Executive Name (4)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered “No” to question in cell R5)	n/a	String	100
Total Compensation (4)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered “No” to question in cell R5)	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
Executive Name (5)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered "No" to question in cell R5)	n/a	String	100
Total Compensation (5)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Required (If you answered "No" to question in cell R5)	n/a	Numeric	12,2

i) Subaward Template

This module provides general information for each Subaward of federal funding provided under this program. The module includes detailed information on the amount, date, period and place of performance, and a brief description of the Subaward and its underlying eligible use. In addition, associate the Subaward with the relevant Project /FAIN and Subrecipient.

CSV Format details

The templates provide all information required to create the upload files. The following table highlights the data elements required for the Subaward reporting.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient Duns	The DUNS unique identification number for the Subrecipient Organization of the Recipient's ERA funds.	Required	n/a	Numeric	9
Recipient Project Id	Recipient Project ID associated with this Sub Award. This is your unique Project Identification Number.	Required	n/a	Numeric	20
Subrecipient Name	Sub Recipient Name - Assigned to the Sub Award. Name must match valid Subrecipient name either uploaded in the Sub recipient bulk upload or a entered in the system.	Required	n/a	String	120
Subaward No.	Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number, or any other unique identifying number assigned by the Recipient to the award. This number is strictly for the Recipient's recordkeeping.	Required	n/a	String	20

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subaward Type	The type of Subaward.	Required	- Contract: Purchase Order - Contract: Delivery Order - Contract: Blanket Purchase Agreement - Contract: Definitive Contract - Grant: Lump Sum Payment(s) - Grant: Reimbursable - Direct Payment - Transfer: Lump Sum Payment(s) - Transfer: Reimbursable	Picklist (see permissible values in previous column)	30
Subaward Amount (Obligation)	Total amount of ERA funds obligated by the Recipient to a Subrecipient under a given Subaward.	Required	n/a	Numeric	12,2
Subaward Date	The date the Recipient obligated funds to a Subrecipient.	Required	n/a	Date	8
Period of Performance Start	The date on which efforts begin or the Subaward is otherwise effective.	Required	n/a	Date	8
Period of Performance End	The date on which all effort is completed or the Subaward is otherwise ended.	Required	n/a	Date	8
Place of Performance Address 1	First line of the address where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	120
Place of Performance Address 2	Second line of the address where the predominant performance of the Subaward will be accomplished.	Optional	n/a	String	120
Place of Performance Address 3	Third line of the address where the predominant performance of the Subaward will be accomplished.	Optional	n/a	String	120

Defined Term	Definition	Required	List Values	Data Type	Max Length
Place of Performance City	The name of the city where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	40
Place of Performance State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating where the predominant performance of the Subaward will be accomplished.	Required	(AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)	String	2
Place of Performance Zip	United States ZIP code (five digits) identifying where the predominant performance of the subaward will be accomplished.	Required	n/a	String	4
Place of Performance Zip4	United States ZIP code (five digits) appended to the ZIP code +4 (four digits) identifying where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	5
Place of Performance Country	Name of the country where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	100
Subaward Description	A description of the overall purpose and expected outputs and outcomes or results of the funded subaward, including significant deliverables and, if appropriate, associated units of measure. The purpose and outcomes or results should be stated in terms that allow an understanding that the subaward constitutes an eligible use of funds.	Required	n/a	String	750

j) Expenditures GT $30,000 Template

This module provides details for each expenditure of program funds. The module associates each expenditure with a Project, Subaward, and Subrecipient record created in Step 1a, 1b, and 1c. In addition, identify the relevant Expenditure Category, provide the amount of the expenditure(s) and relevant dates. In addition, recipients receiving ERA award funds are required to answer additional Subaward questions.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Expenditures greater than $30,000.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Subaward Number	Subaward number that allows the Recipient to associate Expenditure records to Subaward records. Enter Subaward Number. Subaward Number is not required if Expenditure Category is "Administrative Cost".	Required	n/a	Numeric	20
Expenditure Start Date	Start date for the range of time when the expenditure(s) occurred.	Required	n/a	Date	8
Expenditure End Date	End date for the range of time when the expenditure(s) occurred	Required	n/a	Date	8
Expenditure Amount	Total amount of Emergency Rental Assistance dollars on the Subaward.	Required	n/a	Numeric	12,2
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	- Financial Assistance: Rent; - Financial Assistance: Rental Arrears; - Financial Assistance: Utility/Home Energy Costs; - Financial Assistance: Utility/Home Energy Costs Arrears; - Financial Assistance: Other Housing Costs Incurred due to Covid-19; - Housing Stability Services (Including Eviction Prevention/Diversion); - Administrative Costs	Picklist (see permissible values in previous column)	100

Defined Term	Definition	Required	List Values	Data Type	Max Length
Grant Compliance Check	Confirmation that the Subrecipient is in compliance with the Subaward as defined by the Recipient.	Required	Yes/No If this isn't applicable to you, please select "No" as your response.	Picklist (see permissible values in previous column)	n/a
Noncompliance Explanation	Written description of noncompliance identified in the Grant Compliance Check.	Optional	n/a	String	250
Administrative Expense Explanation	If Expenditure Category = Administrative Costs. An explanation up to 10,000 characters is required.	Optional	n/a	String	10000

k) Aggregate Expenditures LT $30,000 Template

For disbursements less than $30,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Expenditures Less than $30,000.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	"Financial Assistance: Rent" "Financial Assistance: Rental Arrears" "Financial Assistance: Utility/Home Energy Costs" "Financial Assistance: Utility/Home Energy Costs Arrears" "Financial Assistance: Other Housing Costs Incurred due to Covid-19" "Housing Stability Services (Including Eviction Prevention/Diversion)" "Administrative Costs"	Picklist (see permissible values in previous column)	100
Subaward Type (Aggregates)	The Subaward Type that had obligation or expenditure/payment activity during the reporting period.	Required	"Aggregate of Contracts Awarded for less than 30000"; "Aggregate of Grants Awarded for less than 30000";" "Aggregate of Loans Issued for less than 30000"; "Aggregate of Transfers less than 30000"; "Aggregate of Direct Payments less than 30000"	Picklist (see permissible values in previous column)	100
Total Quarterly Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent quarter for this Subaward Type (Aggregates).	Required	n/a	Numeric	12,2

Total Quarterly Obligation Amount (Aggregates)	Sum of Subaward amounts/obligations during the most recent quarter for this Subaward Type (Aggregates).	Required	n/a	Numeric	12,2
Administrative Expense Explanation	If Administrative Costs is selected as the expenditure category, an explanation of the expenses must be provided.	Optional	n/a	String	10000

I) Aggregate Disbursements to Individuals Template

For disbursements to individuals less than $30,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Expenditures Less than $30.000 to individuals.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	"Financial Assistance: Rent" "Financial Assistance: Rental Arrears" "Financial Assistance: Utility/Home Energy Costs" "Financial Assistance: Utility/Home Energy Costs Arrears" "Financial Assistance: Other Housing Costs Incurred due to Covid-19" "Housing Stability Services (Including Eviction Prevention/Diversion)" "Administrative Costs"	Picklist (see permissible values in previous column)	100
Total Quarterly Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent quarter for this Subaward Type (Aggregates).	Required	n/a	Numeric	12,2
Total Quarterly Obligation Amount (Aggregates)	Sum of Subaward amounts/obligations during the most recent quarter for this Subaward Type (Aggregates).	Required	n/a	Numeric	12,2

Administrative Expense Explanation	If Administrative Costs is selected as the expenditure category, an explanation of the expense must be provided	Optional	n/a	String	10,000

m) Demographics Template

In this module, provide Treasury with your organization's address-level data and ERA program data. If your organization does not utilize the bulk upload feature for program data, you will need to manually enter all required data elements including disaggregated data points.

Important: Collection of Disaggregated Demographic Data

All Questions require an aggregate numeric value reported on line 9 of the template. You are then required to report the aggregate numeric value in a disaggregated format for the following demographic types: Race (8 options), Ethnicity (4 options) and Gender (5 options) in Column B. Therefore, all questions will have 18 responses. If your organization does not have the applicable demographic data for a specific question, please enter "0" as your response. Do not leave the field blank.

Below is an example of how to report demographic data:

Defined Term: Number of unique households that completed and submitted an application for ERA assistance – Current Period

Race	American Indian or Alaska Native	4
Race	Asian	6
Race	Black or African American	3
Race	Mixed Race	0
Race	Native Hawaiian or Other Pacific Islander	0
Race	White	10
Race	Declined to Answer	7
Race	Data Not Collected	0
Ethnicity	Hispanic or Latino	4
Ethnicity	Not Hispanic or Latino	6
Ethnicity	Declined to Answer	8
Ethnicity	Data Not Collected	4
Gender	Male	0
Gender	Female	8
Gender	Non-Binary	6
Gender	Declined to Answer	0
Gender	Data Not Collected	0

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for ERA Programmatic Reporting.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique households that completed and submitted an application for ERA assistance - Current Period	The number of unique households that submitted a complete application, as reasonably determined by the Recipient, for ERA assistance in the reporting period. Note: the phrase "unique households" means that a household that received or applied for assistance more than once since the Recipient received the ERA award should only be counted one time for reporting purposes. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance of any kind - Current Period	The number of unique households whose rent and/or utility/home energy payments were fully or partially paid by the ERA Recipient under the federal ERA program plus the number of households that received housing stability services administered by the ERA Recipient in the reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received their initial ERA assistance in the current reporting period	The sum of the number of unique participant households whose rent and/or utility/ home energy payments were fully or partially paid for the first time under the subject ERA award during the reporting period plus the number that only received housing stability services for the first time during the current reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Rent	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. i. Rent: The number of unique participant households that were paid (or whose landlord was paid) at least one rent payment of any dollar amount under the subject ERA award in the reporting period; and cumulatively since the Recipient received the ERA award. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Rental Arrears	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. ii. Rental Arrears (#): The number of unique participant households that were paid (or whose landlords were paid) a payment of any dollar amount for rental arrears under the subject ERA award in the reporting period and the cumulative number of unique households that have been paid rental arrears since the Recipient received the ERA award. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Utilities/Home Energy Bills	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. iii. Utilities/Home Energy Bills (#): The number of unique participant households that were paid (or whose utility or home energy provider was paid) a payment of any dollar amount for any portion of at least one utility or home energy bill under the subject ERA award in the reporting period and the cumulative number of unique households that have been paid utility or home energy bills since the Recipient received its ERA award. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Utilities/Home Energy Cost Arrears	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. iv. Utilities/Home Energy Costs Arrears (#): The number of unique participant households that were paid (or whose utility/energy provider was paid) a payment of any dollar amount for utility/home energy bill arrears under the subject ERA award in the reporting period and the cumulative number of unique households that have been paid utility/home energy bill arrears since the Recipient received the ERA award. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Other Expenses Related to Housing	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. v. Other Expenses Related to Housing (#): The number of unique participant households that were paid any dollar amount for other approved housing expenses (including eviction prevention/diversion) under the ERA award during the reporting period as identified in Treasury's FAQ No. 7 at https://home.treasury.gov/system/files/136/ERA2FAQs%205-6-21.pdf. Other housing expenses incurred due to Covid-19 does not include rent, rent arrears, utility or home energy costs and home energy costs arrears. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Housing Stability Services	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. vi. Housing Stability Services (#): The number of unique participant households that received any housing stability services provided under the ERA award: during the reporting period; and cumulatively, since the Recipient received the ERA award. This includes housing stability services provided directly by the Recipient or by any Subrecipients or Contractors. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received any ERA assistance and has a household income level that is less than 30% AMI - Current Period	The number of households with incomes was less than 30% of the area median income as defined by the US Department of Housing and Urban Development that received ERA program assistance in the reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received any ERA assistance and has a household income level that is between 30 – 50% AMI - Current Period	The number of households with incomes of at least 30% but not greater than 50% of the area median income as defined by the US Department of Housing and Urban Development that received ERA program assistance in the reporting period and whose This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique households that received any ERA assistance and has a household income level that is between 50 – 80% AMI - Current Period	The number of households that received ERA program assistance in the reporting period and whose income was more than 50% but less than 80% of the area median income as defined by the US Department of Housing and Urban Development. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Total number of recipient households whose income eligibility was determined based on their eligibility for other federal benefit programs - Current Period	Total number of households that were deemed categorically eligible to receive ERA assistance based on prior enrollment in other income-based federal benefit programs during the reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Total number of recipient households whose income eligibility was determined with a fact-based proxy - Current Quarter	Total number of recipient households whose income eligibility was determined with one of the fact-based proxies described in the Program Overview during the reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Total amount of ERA award paid to or for participating households - Current Quarter	The total dollar amount of ERA award funds paid under the ERA award to or for participating households during the reporting period including payments for Financial Assistance, such as rent, rental arrears, utility and home energy costs, utility and home energy cost arrears, other housing services and eligible expenses, and Housing Stability Services (including eviction prevention services). This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
Average number of months of assistance provide by ERA utilities/home energy bills payments (excluding arrears) - Current Quarter	The total number of utility/ home energy bill payments paid by the ERA Recipient to or for participating households during the reporting period. Count each month's payment to the same household individually. Do not count payments for utility or home energy bill arrears. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	2,2

n) Participant Household Payment Data

Each State, Local and Territorial Recipient must submit a Participant Household Payment Data File containing required information about each ERA Financial Assistance payment made to or on behalf of each participant household during the reporting period. See the chart below for details on the required information.

Users must use the Treasury-provided template for the PHPDF and submit the file using the bulk upload process. There is not an option to provide the information manually; all Recipients must provide the Participant Household Payment Data file via bulk upload.

SV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Participant Household Payment Data. The "Participant Household" address fields should include the physical address for each Project Participant Household (i.e. tenant) that received ERA Financial Assistance either directly or through a payment made to their landlord, utility/home energy provider, or other service provider.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Address Line 1	First line of the Participant Household's physical address (not a P.O. Box)	Required	n/a	String	120
Address Line 2	Second line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120
Address Line 3	Third line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120

Defined Term	Definition	Required	List Values	Data Type	Max Length
City Name	The name of the city where the Participant Household's physical address is located	Required	n/a	String	40
State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating the Participant Household's state	Required	n/a	String	2
Zip5	United States ZIP code (five digits) appended to the ZIP code +4 (four digits) identifying the Participant Household's address.	Required	n/a	String	5
Zip4	Zip Plus4 (four digits) identifying the physical address of the Participant Household.	Optional	n/a	String	4
Payee Type	A collection of indicators of different types of payees	Required	Tenant; Landlord or Owner; Utility/Home Energy Service Provider; Other Housing Services and Eligible Expenses Provider	Picklist (see permissible values in previous column)	120
Amount of Payment	Total amount of ERA funds disbursed to the payee	Required	n/a	Dollar Numeric	12,2
Date of Payment	The date the payment was disbursed to the payee	Required	n/a	Date Numeric	8
Type of Assistance Covered by the Payment	A collection of indicators of different types assistance	Required	Rent; Rental Arrears; Utilities/Home Energy Costs; Utility/Home Energy Arrears; and Other Housing Services and Eligible Expenses	Picklist (see permissible values in previous column)	120

Defined Term	Definition	Required	List Values	Data Type	Max Length
Start Date Covered by the Payment	Start date the Financial Assistance covers for a particular household	Required	n/a	Date Numeric	8
End Date Covered by the Payment	End date the Financial Assistance covers for a particular household	Required	n/a	Date Numeric	8